



NATIONAL EDUCATIONAL SECRETARY



SPRING 1957

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NATIONAL EDUCATIONAL SECRETARY

The National Association of Educational Secretaries

A DEPARTMENT OF THE NATIONAL EDUCATION ASSOCIATION

A professional magazine for Secretaries, Clerks, Bookkeepers, Administrative Assistants in Educational Offices

VOLUME 22—NUMBER 3

SPRING, 1957

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Board of Education, Warwick Valley Central School, Warwick, New York

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the PRESIDENT'S MESSAGE

CORINNE MESSENGER

President

National Association of Educational Secretaries

Let's review together a little of the first two thirds of our 1956-1957 year which has now passed. At the very beginning, we had a wonderful convention and institute in Los Angeles. It was a grand institute and one to be looked back upon with fondest memories. All who attended were greatly inspired and left for home with intentions of being better secretaries and better association members. Only a few days ago, we received a copy of the "Proceedings" of the institute which placed us right back in our classes at the University of California. And, by the way, this will probably be the last "proceedings" of an institute or workshop you will be receiving. Due to the expense and trouble of properly preparing these records, it was decided to discontinue them.

Last summer, at Los Angeles and other meetings, there was a thought planted that each one of us might be able to bring one more member into the NAES during the 1956-1957 year. As I write this, my latest information on membership is that we have 2311 members as compared to 2024 at the same time of last year. This is certainly not one new member for each old member, but it is an increase of slightly over 14%, and we still have a month and a half to go. It is not too late, even now, to bring new members into the NAES for the current year.

Membership for 1956-1957 provides the following advantages:

1. Earlier establishment of personal professional status in the Association of Educational Secretaries.
2. Eligibility for official attendance at national convention and institutes.
3. Receipt of all of this year's magazines in which the newly adopted Professional Standards Program is outlined; and in which appears information concerning applications and examinations to qualify for professional certificates.
4. Points for professional standards rating.

So, won't you look around and see if you cannot yet bring in one new member for 1956-1957. Wouldn't it be phenomenal if each member could do just that and, in the short time of a month and a half, double our membership!

Our present goal is to have 10,000 members at the earliest possible moment.

And why do we want 10,000 members?

Because, not only is there strength in numbers, but we need so badly a central office.

And why do we need so badly a central office?

Because we need our equipment centralized, and because we need one, or two or three, who can devote full time to the work of educational secretaries.

And why do we need one, or two or three, to do the work of educational secretaries?

Because—This can be answered by another question or two. Have you tried to help out on a state or local program by accepting the chairmanship of a committee or even membership on a committee? How much time did you spend on it? Your work may have been for from 25 to even three or four hundred people and for one specific time. But you knew it was a lot of time to give. Compare this with such work for the NAES—for our national institutes and conventions and local and state meetings going on all over the country at all times, with a few new organizations springing up here and there needing all the help and information we can give, and what do you come up with? Keep in mind that your office job is set up for eight hours of daily production.

Where do your officers and committee chairmen and members get that extra time for work for NAES? This is the work which produces all our good meetings, our magazine, our publications, our work on membership and collection of dues therefor. The time comes right out of their own personal time.

Please don't misunderstand me. This work is a most satisfying and enriching experience, your officers and committee people appreciate the honor you bestowed upon them and the confidence you placed in them when you elected them, or when they were appointed to their offices. But how much more satisfying it would be if they could take their time to do the special work they would like to do for the association and still know the routine work is being handled with speed and efficiency in a central office.

Therefore, if you can bring even one new member into the association, you will be not only doing the person a great service, but you will be helping our association on the way to a great goal. And the thought that was planted will produce great benefits for the educational secretary.

And don't you like the list of members! The winter issue carried the names of those whose dues were received until December, the spring issue carries those whose dues came in between December and April, and it is the plan to carry those whose dues come in between April and June 30 in the fall issue next October. How convenient it is to be able to look down the list and find the name and address of that member you enjoyed so much at the last meeting. If you haven't written her yet, you can easily drop her a Christmas card.

Don't overlook the fact that the names of our committee members appear in this issue. If you would be willing to work on any of these committees, the chairman would be delighted to hear from you. Write her at the address listed in the magazine.

Make every possible effort to attend the national convention in Philadelphia and the institute which follows it. It is going to be another one to remember.

I hope to see you there.

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"FIRSTS" OF THE FIRST QUARTER CENTURY OF THE NATIONAL ASSOCIATION OF EDUCATIONAL SECRETARIES

(Familiarly known as "Nancy")

- FIRST organizational meeting, July 5, 1934. Held in Washington, D. C., in National Geographic Building
- FIRST states participating in first meeting: California, District of Columbia, New Jersey, Ohio, Pennsylvania, Tennessee
- FIRST National Convention—held in Denver, Colorado, 1935
- FIRST National President—Mrs. Louise Henderson Nelson, Philadelphia, Pennsylvania—Served from 1935 to 1940
- FIRST annual membership list—41 members—now about 2250
- FIRST edition of the *National Secretary*, now the *National Educational Secretary*, published in 1935 (Three issues—Fall, Winter and Spring)
- FIRST editor of the Association magazine—Helen Haycraft, Washington, D. C., Present Editor, Rachel Maynard, Tucson, Arizona
- FIRST of the Affiliation program—1939 Convention, San Francisco—now 110 affiliated groups
- FIRST workshop sponsored by the National Association—Columbia University, New York in 1945
- FIRST accepted as a Department of the National Education Association in 1946—perhaps the greatest stride in the history of the Association towards professionalization
- FIRST National Institute for Educational Secretaries for which college credit was given—Northwestern University in 1950
Now workshops and institutes are held all over the United States to help the educational secretary in her work
- FIRST handbook published by the Educational Secretaries, *File It Right and Find It*. This is the first official guide to filing for educational offices. Published with the help and cooperation of the National Education Association—Official publication, helpful to educational secretaries will follow every second year. Second one now available—*Blueprint for Action*, patterns and suggestions for making handbooks. Third publication in the making—This has not been named, but it is on the subject of "Public Relations" for the educational secretary—How about suggesting a name—April 9, 1957 now named "Action and Reaction"
- FIRST adoption of *Professional Standards for Educational Secretaries*. Convention at Los Angeles, July 21, 1956
- FIRST participation in National Education Association Centennial Celebration, Philadelphia, Pennsylvania, July 1957

Adapted from "The First Twenty-One Years," by Melba Demaree, *National Educational Secretary*, Winter 1956.

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THE EDITORS' PAGE

Will you be a sponge, a sieve, or a violin? That question may sound rather silly to you, but let's stop and think about it.

To begin with, why ask such a question? As you know—or will, after you've read this issue of *National Educational Secretary*—your National Association will again co-sponsor a series of Institutes for Educational Secretaries, to be held this summer in Philadelphia, in Bloomington, Indiana; in Tacoma, Washington, and in Austin, Texas. And if past experience is a criterion, then we can predict that hundreds of secretaries will be attending at least one of these Institutes. Now that our Professional Standards Program is in operation, an even larger number than usual will be taking advantage of this pleasant way to earn credits toward a professional certificate. You will no doubt be one of them.

But—How will you earn those credits? Will you be a sponge? Will you attend every session during that Institute week soaking up all the valuable information and the knowledge that will be presented by highly trained and skillful instructors? Will you soak it all in until you are bloated with self-satisfaction, never intending to make use of all this fine learning stored up inside of you, never contributing to the improvement of the educational secretaries' status until like a sponge you are finally persuaded through constant pressure from outside to demonstrate your usefulness, yet even under pressure never giving more than is absolutely necessary?

Or, will you be a sieve? Will all those fine seeds of knowledge gathered so patiently and carefully by the professors and others to help promote your growth be sifted by you so thoroughly that all will be lost and you will go away from the Institute no richer than you were when you came?

I venture to hope that each educational secretary will want to come to the Institute like a sensitive violin, eager to be tuned by the masters, to be made vibrant and resonant, so that the sound may be heard by all her associates. And the sound that she will make will be a sonata composed of all the parts of the week's studies, which contribute to the elevation of educational secretaries everywhere.

The secretary who is willing to combine these qualities of absorbing and sifting information, keeping a proper balance, and who then becomes inspired to work not only for her own improvement but for that of other secretaries as well, will do much toward helping the National Association of Educational Secretaries to achieve its main objective—professional status for educational secretaries. There have been many such secretaries in the 23-year history of the Association (how else could the Professional Standards Program have been adopted and within a matter of months have become a functioning instrument?) The secretaries who had a part in that achievement were the music makers. Will you join their ranks and continue to make beautiful music together?

ROSALIE KOLLARICH, *Associate Editor*



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INTRIGUED BY AN INSTITUTE? CONSIDERING THE CONVENTION? WISHING FOR A WORKSHOP?

This is the "Let's Go to National Convention" and the "Nancy National Goes to Summer Institute" issue of the NATIONAL EDUCATIONAL SECRETARY.



Here you see Nancy National—YOU—looking at a map of the United States and getting ready to pin a blue marker on

Philadelphia, Pennsylvania, for the National Convention, June 27-30, 1957

Philadelphia, Pennsylvania, for an Institute, July 1-5, 1957

Bloomington, Indiana, for an Institute, July 15-19, 1957

Austin, Texas, for an Institute, July 15-19, 1957

Tacoma, Washington, August 5-10, 1957.

Now, will YOU—Nancy National—take a pencil and mark these four points on this map. Next, mark the point where you are now standing and draw a line from that point to the point of the nearest Institute.

How far is it? Airline miles, bus miles, train miles?

Or, look at the dates. In this age of jet travel, maybe the space-distance doesn't matter so much and it's time that concerns you. Well, mark your points and draw a straight line between the point where you are now standing and the Institute that comes at the right time for you to attend.

But, most of all, YOU NANCY NATIONALS—look at Yourself. You've worked hard all winter. Feel your head. Pretty solid. Test your disposition. Pretty sour. Peer into your laugh box. Pretty empty.

You need some new ideas and some fun.

Each year, the National Association of Educational Secretaries schedules an Annual Convention and several Institutes. The Convention, of course, is the Annual Meeting of NAES, with the annual business meeting, the meeting of the delegates to Advisory Council, the annual banquet, the parade of Nancy's Cousins.

The purpose of an Institute, as you in education well know, is to instruct and educate those in attendance. School secretaries call it Getting New Ideas. Learning Something New. Increasing Your Competency. Refreshing Your Mind. Stimulating Your Thinking.

But another purpose of an Institute, and the Convention, is to make new friends and to have a good time.

NAES guarantees that if you attend the National Convention and/or one of the summer Institutes, you will find that head filled with new ideas, new thoughts, stimulating you to tackle that tough job of yours with new vim. You'll have met other educational secretaries with exactly the same problems. You'll find that disposition refreshed and happy. And you'll find your laugh box just crammed with big, happy smiles.

On the pages following you'll read the details of the National Convention and each of the four Institutes. Just consider the courses you can take! Imagine the pleasure of the social events planned! Think of the friendly people you'll meet.

The question often arises, "I'm not a member of your organization but I'm a school secretary. May I attend?" Yes, indeed, of course you can and we're glad to welcome you. NAES has sent many announcements of these Institutes to secretaries in States bordering on the place of the Institute in the hope that as many school secretaries and their administrators will be intrigued by an Institute.

All National members receive in the mail the brochures and reservation blanks.

But . . . just to insure that everyone who wants full information can get it, the name and address of the person to contact for the brochures and reservation blanks at the Convention and each of the four Institutes is prominently displayed.

If you have not received a reservation form, write for one today! If you did receive one, return it in today's mail!

See you at Convention and Institute!

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RESPONSIBILITIES OF SUCCESS

by

Tom Powers

Superintendent, Lane County School

District No. 52

Eugene, Oregon

and

Vice President, Oregon Education Association

1957-58



In his letter, Mr. Powers wrote, "We in the Bethel School District have been very fortunate for not only are our educational secretaries responsible and well qualified, the majority are also active members in the state and national professional associations. Much of the success of our Public Relation and Educational Programs is due to the loyalty, cooperation, and efficiency of our dedicated professional secretarial staff."

As you know, the girls in Oregon ARE active in their local, state, and national professional associations. These words are, indeed, wonderful words of praise. Mr. Powers' secretary is Winnie Bolinger.

The success of public education, in carrying out its great responsibilities to the children and patrons of the community, is determined by how well the members of the school's professional staff (secretaries, teachers and administrators) are prepared for their work, and to the degree they work harmoniously as a team with each other and the lay citizens.

Teamwork is essential. For unless all members of the professional staff join hands in working towards the common goal of improving the instructional program, there will be a breakdown along

the road to success. This breakdown will not only affect the achievement of the objectives concerning the welfare of our youth, but it will also be detrimental to the morale of all members of the professional staff. If each member assumes, and carries to completion, his full responsibilities, success is inevitable.

Because success and responsibility do go hand in hand, I would like to consider the subject in three categories: One, responsibilities of the professional organization, The National Association of Educational Secretaries and The State Association of Educational Secretaries; two, responsibilities of the employing school district; and three, responsibilities of the individual educational secretary.

Responsibilities of the Professional Organization

All worthy professional organizations must have a definite program and worthy goals. In order to carry out this program and achieve these goals, they must assume responsibilities as professional organizations. The Code of Ethics of the National Association of Educational Secretaries emphasizes service, integrity and skill. More effort should be placed on these three basic responsibilities; not only by the educational secretary, but also by the members of the teaching profession, for service, integrity and skill are desirable attributes of all individuals offering professional service to the children and patrons of a community.

Even though the educational secretaries' association is relatively new in the professional field of public education, it has

made great forward strides toward achieving the association's goals. More efforts of having the individual association members work to fulfill the Code of Ethics will bring about a better understanding of the relationship between the school and the community. This way the professional association will assume its professional responsibilities to public education, the communities, the children and the school districts.

Responsibilities of the School District

I have a deep conviction that the employing school districts have not clearly defined the responsibilities of the educational secretary, and in turn, their own professional responsibility to the educational secretaries. Certainly, we discuss with the teachers classroom procedures, methods, public relations, staff morale, school finance, school law and other professional responsibilities. Most of this occurs in their formal education, but to keep the teacher alert and informed, faculty meetings and in-service meetings are an integral part of the school's educational growth program. This responsibility has been met by the modern school district. But what about the educational secretary?

Do you have district-wide meetings? Do you have planned in-service meetings? Do you attend the teachers' in-service meetings? It took many years of hard work to get the public, and some members of the teaching profession, to accept in-service training. Educational secretaries will be granted these workshops and in-service training when the association, individually and collectively, proves the value to the individual, and more especially, to the school district.

Probably the beginning would be to hold well-planned in-service meetings in the evenings or on non-working days. Don't forget that professional people take part in many professional activities outside of the regular working hours. If such workshops are held, be sure that the employer, and other members of the professional staff, know the values received. Why not send a summary of the high points to the school district paper, as well as to the local paper?

The Bethel School District has been having educational secretaries attend the

district-wide in-service meetings of the other members of the professional staff. Each year an in-service meeting is held preceding the commencement of the school year. These meetings are well-planned in terms of the needs of the teachers and administrators. We have also felt that the secretaries would benefit by attending these meetings, for they are an important cog in our professional staff. A first-hand knowledge of the educational goals and program of the school district is extremely beneficial to the secretary in interpreting objectives and values to the public.

We also hold at least one in-service meeting for just the secretaries during the school year. At that time various problems of office procedures, such as requisitioning, duplicating, public relations, and demonstration of new equipment may be considered.

It has taken a long time for the educational secretary to obtain professional status. It is now up to the school district, the school administrator, and the teacher, to include the secretary as a member of the professional team.

Responsibilities of the Individual Educational Secretary

I have already stated that the success of the secretary depends not only on the individual, but also on the professional organization and upon the employing school district. Regardless of how well the first two function, how well the individual is treated and informed, how high the standards are of the educational secretaries association, how well defined are the professional responsibilities of service, integrity and skills, the secretary must individually assume the brunt of the responsibility of success.

Many opportunities for success occur every day. What is made of them is entirely up to the individual. Everyone in public education work has many responsibilities. Educational secretaries are no exception. Success depends on how well these responsibilities are accepted, and how well the required duties are performed. One basic principle for success is "Do not lean on the boss" or on others. No person in public education, or in any other business, should expect the boss to make her over. The employer is quite right to use a worker according to the

school district's interest and the worker's demonstrated capacity. The truly professional secretary will seek to learn the "how and why" of the job. She will understand her boss so as to get the feel of his decisions and the reasons behind them. She will leave no cause for her boss to follow up to see that she carries out each detail.

Responsibility is a live thing. It is either growing or decaying. Its growth in a person is demonstrated by seizing opportunities to operate the department more efficiently and economically or by drawing opportunities for improvement in operations to the attention of the employer. There are secretaries, as well as teachers and other professional people, who shun responsibilities and the reasons are many. Some are lazy. They put their personal comfort above the necessities of their work. They will not work to improve their shorthand, typing, spelling or proper use of our mother tongue. Some are disinterested. One of the most provoking is the person who coasts along doing only the jobs that she is expressly directed to do. Some lack ideas and ambition. Instead of thinking, "What quality or talent have I that can be used in this school and public education?", they ask "What is the sick leave policy? What is the pension plan? Do I get pay raises regularly?" Some are selfish. They are the "I want" type instead of the "I will" type. Some doubt themselves and are timid. If one waits until he is absolutely certain of his movements, he will never move.

Everyone needs the support of others in her group, if she hopes to achieve success, but this does not excuse running to others constantly with questions regarding matters for which the individual has been made responsible. The secretary who constantly asks "Do you want me to do so-and-so?" is trying to use someone else's head and keep her own skirts clear of criticism. The wise and successful professional secretary concentrates on getting results within her sphere of responsibility rather than perfecting excuses. Alibis are always distasteful. The successful secretary will confess to uncertainty where she is uncertain. She will not pretend to knowledge and ability she does not have. The more successful she is, the more responsible she will be for getting things done.

If one has good judgment, then success is almost inevitable. Whatever measure of success may be achieved, whether it be great or small, will depend upon the individual and the individual's willingness to work for it. If the educational secretary assumes her responsibilities, takes an active part in public relations, is interested in the welfare of the children, understands more of the problems of public education, is thoroughly prepared for all professional assignments, demonstrates unlimited kindness to associates, success will be inevitable.

ACTION AND REACTION

The newest publication of NAES, **ACTION AND REACTION** — Pertinent Points on Public Relations—will be ready for distribution at the National Convention in Philadelphia in July. Miss Pauline Hollis of Frankfort City School, Frankfort, Indiana, has been chairman of this, the 1957 publication.

IN MEMORIAM

Alice Teegarden was fatally injured on her way to church on Sunday, February 24. Hers was a life of service and friendship. She served as the treasurer of the National Association of Educational Secretaries from 1937 to 1940. She chaired many committees. Her influence guided the pioneer days of our association. Through the years she maintained her National friendships and interest. This summer she was planning to attend our national convention and be my guest.

"In her quiet and understanding way
She brought joy to each new day

Her kindness and wisdom, too
Enriched the lives of those she knew.

To each she gave the fullest measure
A wealth of love and friendship to
treasure.

Of her great strength and courage we
now borrow
To help us endure this time of sorrow."

—Louise H. Nelson

THE DENVER PLAN PAYS FOR ATTENDANCE AT PROFESSIONAL MEETINGS

by

NEWELL B. WALTERS

Director of Employee Services
Denver Public Schools, and
NEA Director of Colorado

Reprinted by permission, NATIONAL EDUCATION ASSOCIATION JOURNAL, January, 1957

One of the demonstrated accomplishments of national and regional professional organizations is the impact of their excellent and diversified programs upon our educational system. Taking part in these programs increases the professional competency of educators, broadens their outlook, and stimulates their thinking—all of which results in better schools for our boys and girls.

However, the maximum benefit cannot be achieved if administrators are the only people who are given the opportunity of attending professional meetings and participating in programs. Making it financially possible for a representative cross-section of the school personnel to attend national and regional professional meetings is a fine way to vitalize and enrich in-service programs.

In the Denver public schools, payment of all expenses to attend professional meetings is provided each year for 38 employees. The plan is designed to improve instruction thru firsthand observance of other techniques and methods, to maintain proper perspective of our own program of instruction, and to receive and share information and inspiration.

The program has the advantage of distributing opportunities and responsibilities among as many employees as possible. It is also evidence of Denver's desire to cooperate in the efforts and services of other school systems and of professional organization and study groups thruout the country.

In the early years of the Denver public schools, funds to attend professional meetings were usually provided for only the

superintendent and his immediate staff. In 1938, a travel policy was adopted that also included principals and some other administrators.

Then in 1949, Kenneth E. Oberholtzer, superintendent of schools, and the executive committee of the Denver School Employees' Council discussed the possibility of increasing the opportunities for all employees to participate in national and regional professional meetings. The council is composed of employee representatives and provides an opportunity for all employees to participate in policy determination.

After this executive-committee meeting, a group of employees, through the council and with the help of the superintendent, prepared a recommended policy which was approved by the board of education and made effective on December 1, 1951.

The present policy defines a professional meeting as a convention, annual meeting, or conference of an organization whose principal business is education, or meetings which help carry on the administration of education.

The opportunity to participate in the program is open to all employees except probationary teachers (those who have served less than three years in the Denver public schools), elected delegates of organizations, and persons who have already received an all-expense allowance under this policy.

The 38 employees (and alternates) who are picked each year to represent the Denver public schools at these national or regional professional meetings are selected in the following numbers from and by employees in the several designated groups:

Two from the director-supervisor group;

two from secondary-school principals; seven from elementary-school principals; three from the group made up of assistant principals, deans, supervising teachers, and school coordinators; 19 from classroom teachers; two from the school-nurse, social-worker, and psychologist group; and three from noncertified employes (clerks, secretaries, maintenance and lunch-room employes).

In order to assure widespread participation by employes in the program, the procedures for final determination of the representatives allow for a proportionate number of recommended applicants for every faculty or employe classification.

Annually, a complete list of approved meetings is published. Folders containing programs and other pertinent facts about these meetings and their sponsoring or-

ganizations are maintained by the Department of Employee Services and are available for examination by any employe. The list of meetings is reviewed and revised twice a year.

In addition to the full-expense allocation, persons interested in meetings of national or regional groups taking place outside of Colorado may, on approval of the superintendent, receive 50% of their total expense.

Each representative who receives a travel allowance agrees to accept requests of any group of employes to pass along information obtained as a result of attendance at the meeting. Persons who are granted leaves and allowances for attendance at professional meetings are encouraged to visit schools both in the area and enroute to or from the meetings.

THE VALUE OF WORKSHOPS AND CONFERENCES

by

ROBERT F. GRAY

Assistant Superintendent

Alhambra, California, City Schools

The administration of the Alhambra City Schools has viewed with interest the growing development of the local Association of Educational Office Employees and the very fine working relationships which the local group has with both the County and National organizations. We have been pleased to learn of the increasing number of local secretaries who have chosen to become affiliated with the National Association. Since the concept of organization of groups of people on the educational scene has been recognized for the past 100 years, we believe that an association of educational secretaries plays just as important a part in the total educational program of any local school district as an association of teachers or administrators.

The individual secretary has every opportunity to gain a greater insight into her role as an educational worker by becoming affiliated with local, state, and

national secretarial associations. Through association with her fellow workers she has an opportunity to exchange ideas concerning her school district, and by participating in conferences and workshops, and by reading materials gathered at the national level she has an opportunity to increase her worth, both as an individual and as a worker in her particular job. We believe that the number one objective of such affiliation should be the improvement in the secretary as a person and as a worker but certainly a great secondary value is achieved by the school district employing such a secretary.

One fine example of the efforts of the office employees in our particular school district is the fact that for the second year a workshop will be held, whose major purpose is to increase the efficiency of the secretary as an integral part of the educational process.

BETTER PICTURES of Dr. Ashby and Dr. Hubbard

Since many of you will meet our good friends from the NEA Headquarters this summer, we want to publish better pictures of

DR. LYLE W. ASHBY

Assistant Executive Secretary
for Educational Services
NEA



DR. FRANK W. HUBBARD

Assistant Executive Secretary
for Information Services
NEA



**Dietrich Hall, where classes at the
Philadelphia Institute will meet**



WHAT SHALL I WEAR TO THE CONVENTION AND INSTITUTES?



by

BERNICE JOHNSTON

Herculeum, Missouri

When Bernice resigned as the South Central Region reporter, she inadvertently said that she would write an article if we needed it. Right back to her went this request for a "practical" article on the proper clothes to wear to each Institute and the Convention. Thank you, Bernice.

The most enlightening article I have ever read on selecting and packing clothing for a trip away from home was written by Ethel Merman for "Cosmopolitan" a few years ago. Miss Merman, then living in New York City, was invited for a visit to the "country" by friends who had just built a new house a few hours' drive out of the city. Believing her holiday would be spent in a completely rustic environment, Miss Merman proceeded to "throw in a little knit suit, a sturdy pair of oxfords, a bathing suit, and a bottle of sun-tan lotion." And scuttled off to the "country" for plenty of sleep, swimming, and sunshine!

There her friends, and their friends, all dressed to the teeth in *smart city black*, led Miss Merman through a mad social whirl of luncheons and dinners at a swank country club. To justify her little knit and sturdy oxfords, the inimitable Ethel—irregardless of locale—defiantly insisted each time upon being served a "platter of country bacon and scrambled eggs!"

Girls, this won't happen to us this summer when we attend the Conventions and Institutes for educational secretaries scheduled over our vast country. To guide you wisely in selecting what to wear and how to pack it for traveling, we are publishing here firsthand information sent to us by representatives of each of the four Conventions and Institutes.

Certain articles of apparel, we believe, should be included in your travel wardrobe whether you choose Washington, Indiana, Pennsylvania, or Texas.

The banquets scheduled at the Conventions and Institutes are the dress-up oc-

casions, and party clothes would add a festive and feminine touch. What secretary does not gaily doff her white collar for a pretty ballerina dress? Such a dress, however, is not required for the banquets. Limitations placed upon luggage may be the deciding factor here.

If you rule out the party dress, you will be sure if you include an in-between or "best" dress for a luncheon, a banquet, or another social activity on or off schedule.

Rainwear is the most indispensable of clothing — if it rains! We believe it is an important item in a travel wardrobe, even if it proves to be excess baggage. The collapsible raincoat with cap which folds into an envelope is recommended as the most practical.

Flat walking shoes seem, understandably, to be a "must" for each Convention and Institute. In addition, we recommend one pair of pumps, selected to be worn with your complete wardrobe (excepting, perhaps, the party dress in question). This will eliminate the disturbing problem of packing several pairs of shoes.

A robe and a pair of house shoes which pack easily will be worn often.

No one mentioned hats or gloves. The trend, ignoring Emily Post, is to skip them. Are you comfortable without them?

Of course, take along the essential personal items, cosmetics, and pieces of jewelry to make you feel well groomed and like yourself.

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summer washables are recommended. Cotton jacket dresses or the darker cottons would be ideal. Light-weight skirts and blouses would also be satisfactory.

Summer suits are always comfortable and a safe choice for August temperatures on the West Coast, and especially on the Sound. A light spring coat will be worn on cool days or in the late evenings.

"Musts" for the great Pacific Northwest are sweaters and light jackets — and for real comfort, flat shoes. The campus here is beautiful, but it covers a big area, and walking over the hilly surfaces does become tiring unless the feet are well shod and comfortable. Plan to take slacks and sweaters for a mountain trip and a visit to one of the islands.

BLOOMINGTON, INDIANA

Predicting Indiana weather five months in advance, according to secretaries in residence, is hazardous! Ordinarily, they say, summers in Bloomington are hotter than hot and it never rains. But last summer was moderate with plenty of rain. Prediction: The weather will likely be hot with some rain.

A release from the University of Indiana mentions tours, swimming, tennis, group plays and games, picnicking in a state park, and a trip to the Little Theater. For these occasions a good choice of clothing would be cool, casual dresses.

The limestone buildings on the campus, while beautiful, are quite hot. Casual summer cottons are the recommended apparel for attending classes.

The campus has many scenic hills which are not too steep, but which can be exhausting to gals who are not conditioned for much walking. At least one pair of good walking shoes would be advisable. If you plan to participate in swimming or tennis, then bathing suit and tennis shorts would be in order.

PHILADELPHIA PENNSYLVANIA

The Registration Committee here is preparing a "What to Wear in Philadelphia" folder which will be sent to all Convention and/or Institute registrants with their receipts. (Isn't this a commendable idea?) This folder will be very comprehensive and should be an excellent guide for what goes into the suitcase.

Weather in Philadelphia during the summer months can be quite variable. Last year, during the same period the Institute and Convention are planned for this year, the temperatures ran from a high of 92 degrees to a low of 68 degrees. However, the average ten-year temperatures for the city range from 88 to 85 degrees. Humidity here is unpredictable, so those who live and work in Philadelphia feel that summer cottons are a most important part of their wardrobe. You will be most comfortable attending classes in summer wash dresses of casual style.

Activities in Philadelphia which will be a guide to the selection of clothing are a luncheon, a banquet, a trip to Atlantic City, afternoon tours of educational buildings and museums, and evenings at open-air theaters. For all of these except the banquet and possibly the luncheon, informal summer attire is definitely recommended.

"Musts" for Philadelphia: 1) walking shoes; 2) sweater or light summer wrap. Despite the temperature readings given, a cool day or evening will require a wrap.

AUSTIN, TEXAS

Since Texans thrive on superlatives, let us say that activities in Austin will be the *most*! Be sure to take along your *best*, and *newest*, and *prettiest*!

Texas Gals, so we are reliably informed, dress very casually. Outdoors the weather is warm—but wonderful. No occasions will arise for "after five" clothes, and definitely no heavy clothing will be needed. A sweater or a stroll, however, will be a "must" in the air-conditioned Driskill Hotel.

Temperature in Austin during July averages in the high 90's, so cottons will be most practical. Why not plan to wear pretty pastel and bright-colored cotton dresses, or the lovely blouses and full skirts that are the fashion?

For the Sunday evening get-together, a cotton dress would be ideal. Slacks, pedal pushers, and the like would be most comfortable for the boat trip. The style show luncheon might call for dressy clothes. For a tour of the city you might wear the same type of clothing as on the boat trip. Need we emphasize again *comfortable* shoes? You will have opportunities to spend much of your leisure time in the swimming pool.

Somewhere I read this advice on packing for a trip, and in my own experiences it has proved to be true: Put plenty of money in your billfold and pack all the clothing you think you will need; then take along *twice* as much money and only *half* as much clothing!

After consulting with a good textbook, a home economics teacher, and a travel bureau publication, I find that packing can be governed by these simple rules, whatever your mode of transportation—train, automobile, bus, or plane:

1. Look over the schedule of activities and determine what clothing will be absolutely essential for comfort and good taste. *Pack only the minimum.*
2. Select clothing, if possible, from the new "discipline" fabrics. Cotton knits and jerseys are very good.
3. Place the heaviest clothing on the bottom; place the lightest and that which you will need first on the top.
4. Place tissue between the folds of dresses and suits.
5. Cover shoes with shoe bags. Old stockings will do the job, too.
6. Use plastic covers on any articles which might soil other clothing or which might be soiled by contact with other clothing.
7. A travel iron is good insurance.
8. When packing, keep in mind the tight schedule that the activities of the Convention and the Institute will demand.

BLUEPRINT FOR ACTION

BLUEPRINT FOR ACTION, published in June, 1955, by NAES, is a guide for educational secretaries in setting up manuals or handbooks, based on the first job analysis of work in educational offices.

It points out why handbooks are needed and how useful they can be in training personnel or in the smooth operation of an office; it outlines various types of office manuals and what each could contain; it gives the high spots of a survey of the work of educational secretaries, made by the NEA Research Division.

Copies of **BLUEPRINT FOR ACTION** may be ordered for \$1.50 per copy with liberal discounts for quantity orders, from the National Education Association, 1201 Sixteenth Street, N.W., Washington 6, D.C.

REGIONAL CONFERENCE IS HELD IN MINNEAPOLIS

As this magazine comes from the press, the Spring Regional Conference of NAES and the Minnesota Association of Educational Secretaries will be in Session. Using the theme "The Educational Office of the Future," the Conference is planned for May 3, 4, 5, in Minneapolis, Minnesota.

Being held at the Curtis Hotel, the Conference is beginning with an Open House on Friday evening. "The Future Employment Picture and the Distribution of Work Load," is to be presented by George England, Research Associate, Industrial Relations Center, University of Minnesota.

"The Training of New and Inexperienced Personnel" will be presented by Theodore Lindbaum, Training Director, Midland Co-operative, Inc., while Caroline Barron, Principal Central High School, Minneapolis, will speak on "The Administrative Need for Professional Office Assistance in the Present Teacher Shortage." Mrs. Martha Luck, Assistant Dean of the Evening Division, Northwestern University, Chicago, and former President of NAES, will discuss Professional Standards.

The banquet speaker is Robert J. Keller, Director of the Laboratory School, University of Minnesota.

Secretaries over the country as well as Minnesota and surrounding states have been invited to attend.

FILE IT RIGHT

FILE IT RIGHT is a filing manual for secretarial and clerical workers and administrators in schools and educational administrative offices, published in 1953, by NAES.

It gives a Subject Classification and an Alphabetical Index. It gives practical ideas on why filing must be efficient, how to classify items in files, how to decide what to keep, and how to dispose of items not of current value.

Copies of **FILE IT RIGHT** may be ordered for \$1.50 per copy, with liberal discounts for quantity orders, from the National Education Association, 1201 16th Street, N.W., Washington 6, D.C.

GET THOSE "EXTRA" DIVIDENDS AT A CONVENTION OR INSTITUTE

by
RACHEL MAYNARD

Editor
Tucson, Arizona

You're going to the National Convention of NAES or you're traveling to an Institute. (All of what follows applies equally well whether you are attending a one-day workshop at State U or at your own administration building.)

Your new hat is tilted at a giddy angle, and your airplane tickets are clutched firmly in your white-gloved hand. You're ready to go.

But are you? Have you made your reservations? On time? Do you know what the program is about? Do you know how to get the most out of your attendance? Will you cash in on those extra dividends of fun and friendship as well as new ideas? Are you going to get your money's worth?

These suggestions are my philosophical cogitations after havng gone to six National Conventions and Institutes and innumerable State meetings and also from being on the planning and organizing side of the conference table. Those who plan a workshop or a National Convention really and truly want you to learn many things and have a wonderful time. Therefore, you start out with the firm idea in mind that you are going to learn many things and have the best time of your life.

But you have to do some of the doing. Check these.

(1) Make your reservations early and before the deadline.

Fill out the reservation forms completely and correctly, and mail, with the payment called for, to the correct person and address as listed on the form. Type or print the forms. Such scribbles as come in on reservation forms! Answer every blank or make a line indicating that the question does not apply to you. If you

must cancel your reservation, do so by the date of cancellation allowed, but not after the conference is over.

You are usually asked to designate your choice of a roommate. There is some value, I suppose, in rooming with Suzie from your own home town, whom you see every day of the world — at least you'll be able to report the mischief she got into. But think of the opportunity to make friends with a school secretary from an opposite section of the country; she's got ideas and a viewpoint probably quite different from yours. Last summer, in Los Angeles, I, from the West, roomed with Isabel Pad-dock of New York and Edith Hammond of New Hampshire, girls from the very easternmost part of the U.S. That was a most delightful and exhilarating experience and now I've got two wonderful new friends.

Study carefully the program of meetings of the Convention, the Social Events, and the Schedule of Institute classes. What do you want to do this year in your classes: increase your proficiency by taking shorthand brushup and typing techniques? Or are you going cultural this time? Music appreciation and art. Which is going to give you the biggest lift in the hard winter ahead?

Study the Convention program. Note the discussion meetings and the business session. What will probably be discussed? If you have something that you think ought to be discussed, write before the meeting to the General Chairman or the President of the organization and give her your views. After all, it's your association. Or, should you do any preliminary study before any of these meetings so you'll not be unlearned? F'r instance, we always talk about Professional Standards and this year at the Convention, the first certificates under the Professional Standards

Program will be presented. Well, what do you know about Professional Standards? (Read the fall and winter issues of this magazine. They tell all.)

It shouldn't really be necessary in this busy travel age to remind you to make your hotel and travel reservations early, yet I have seen school secretaries, of all people, arrive at a full-up convention hotel without a sign of a room reservation, having traveled all night on a bus. Once, in Denver, one of our members literally slept on two pillows in the living room!

Start a folder labeled "Convention" and in it put your hotel reservation confirmation, your receipts, your reservation on the plane or train, the notes of what classes or social events you have chosen. Write notes to yourself about your camera, your pencil, your notebook, your postcards. Take this folder and these items with you.

(2) When you arrive at the Institute, check in promptly at the Reservation Desk.

Pick up your registration packet, your name tag, and your "loot bag." Wear your name tag at all times at the Convention and Institute. Did we ever tell you about the time at Wayne University, when the National Treasury was very low and Sally Milner went around with one of the tin banks from the loot bag and fined everyone who didn't wear their tag. The whole group became very virtuous about appearing with their badges. Then, on the last day, she fined everyone who had their badge on! Made a tidy sum for the National Treasury.

Carry your program and your tickets for the various events with you at all times. Have your tickets ready to hand to the ticket taker; don't have to run upstairs to the dressing table to get your banquet ticket.

Once you have made your choices for classes or social events, stick to them. When three hundred girls are registered for a Convention, frequent changing of trips and bus tickets can be pretty discouraging for the arrangements committee. Listen to announcements and if a new trip or meeting is announced, sign up promptly, in the place designated.

Be prompt at all meetings or trips. If

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John Sexton & Co.,
Chicago

the meeting starts at 8:30 don't wait until 8:29 for the elevator. Be downstairs, in the room and seated by 8:30.

Be downstairs five minutes early for the bus trips. Also, on stop-overs on bus trips, be sure you are back in plenty of time and in the seat you occupied before. Remember in Oregon, at the beach, the girls who got lost and were fined a dollar. They still stoutly insist the bus was lost and they wuz robbed!

Carry your program, I repeat, a pencil, and a notebook with you at all times. You'll want to make notes on meetings, on conversations with other secretaries, jot down addresses. You can't operate with-

out writing materials — at least, not at NAES meetings you can't.

If you are to be a representative to the Advisory Council meeting, have your credential cards in order, signed, and ready to present at the door of the meeting.

(3) Listen attentively and take notes at all sessions or meetings.

Don't sit like a bump on a log during the general session speeches or write postcards to the folks at home. Listen attentively, not only to what the speaker is saying but how he is saying it. Without a doubt, the general session speakers at the NAES Institutes are the finest speakers in the world. Attend all sessions; otherwise you will miss the continuity of the program planning.

Take careful notes, either in a stenographer's notebook or in a 3-holed ring binder. Date your notes and indicate the speaker and his topic. When you get home and are transcribing you may forget just who was speaking that particular day. Of course, you'll want to take extra careful notes in your Institute classes even though you will undoubtedly receive quantities of mimeographed material.

Where you can participate in the discussion or in the question and answer period, do so. Listen carefully and when you arise to be recognized by the presiding officer, identify yourself by name and state or organization. Then phrase your question or your comments clearly and to the point under discussion. Don't run on and on about irrelevant points; it only makes the chairman wonder how to stop you. If you are a delegate representing your association, know what that association believes on various subjects. Last year, in Los Angeles, all representatives to the Advisory Council were asked to come instructed as to their association's wishes on Professional Standards. They were, and Bettye Wells even had her comments in writing; she knew what her association thought about Professional Standards and she presented their suggestions clearly and correctly. Indeed, the Los Angeles' girls suggestions were incorporated into the Professional Standards Program.

(4) Don't stay with your own crowd or by yourself.

Talk with as many secretaries from

other states as you can. Sit with a new crowd for each meal; never sit beside the same girl on two bus trips. NAES girls are the friendliest girls in the world, and it is always heart-warming to see a first-timer, shy and hesitant at first, make friends and be drawn into a circle. First she meets her roommate. That's a twosome. The roommate knows someone and then they invite that girl to accompany them, and before you know it, there are 12 or 14 girls in the crowd for dinner. Were you in the crowd that went to Windsor, Canada, during the Wayne University Institute, for dinner? The hostess didn't think we needed individual checks. There were 14 of us, and she almost never did get the right amount of money from each of us for the dinner. I had fried frog-legs, I remember.

New friends are some of those extra dividends.

In your registration packet is always a list of the registrants and their addresses. Each night when you go back to your room, check off those you have met during the day. Visualize their features so that the next time you see them, even though they have changed their dress, you will recognize them. That name tag does help. By the end of a 5-day Institute you ought to know more than half of the registrants there. The best I ever did was about 80% at the University of Oregon.

(5) Do talk shop with your new acquaintances.

School secretaries like nothing better than to talk shop—at lunch or dinner, over coffee, when they visit in someone's room, when they ride the bus to some social event. Don't be afraid to ask another girl where she is from, what kind of job she does. If you have a burning problem, describe it. Maybe she has met and conquered the same problem; otherwise she may know someone who is an expert and she will tell you whom to talk to. Before NAES published FILE IT RIGHT, we always used to talk filing. Now, we spend time telling newcomers that yes, the system really works.

Also, the ideas you glean in conversation with other girls are another set of your extra dividends. I really can't say whether you learn more in talking to other secretaries or in attending classes, although classes do give you the over-all know-how to think through a problem.

(6) Be serious about attending the business sessions or the discussion sessions.

Go and listen and participate. Don't duck committee assignments. Don't be afraid to volunteer for committee assignments. All NAES associations, National, State, and local, operate on the committee-work idea. Volunteering or accepting a committee assignment and then doing what you are asked is a dividend of personal satisfaction and friendship. It's in these inner working circles of your local, State, or National Association that you have a chance to have a real voice in the affairs of your association, learn how procedures operate, and earn recognition and stature for yourself and your organization. You begin to develop leadership.

Note the National Committees listed in this magazine. For instance, there's Publicity and Membership. Want to be on one of these? Just ask the Chairman.

(7) Summarize your notes.

When you go home, type up your notes and promptly make your necessary written or oral reports to your principal, to your school board, to your organization, or review them yourself. If you particularly enjoyed the meeting, write to the General Chairman and say so. Look through your notes and see what ideas you can use in your own work. Tell these to your administrator or put them into practice.

You will note that these suggestions stress action rather than passivity, practicality rather than theory, usefulness rather than file-drawer stuff. After all, that's why you went to the Convention and Institute isn't it? To get your money's worth — and your extra dividends. But it's strictly up to you whether you get them for your own.

We do appreciate it!

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AT PHILADELPHIA PENNSYLVANIA . . .

THE NATIONAL CONVENTION, June 27-30, 1957

AND AN INSTITUTE, July 1-5, 1957

In this, the Philadelphia section, you will find your invitation to attend the Twenty-Third Annual Convention of the National Association of Educational Secretaries, at Philadelphia, Pennsylvania, on June 27-30, 1957, and a complete program of the Convention events.

Since an Institute for Educational Secretaries at the University of Pennsylvania will follow the Convention on July 1-5, 1957, the schedule of Social Events for the entire period June 27-July 5 is included. The courses to be given in the Institute are also listed.

Each member of NAES has received in the mail the Convention program, the Institute Program for Philadelphia, with the proper reservation forms. But, should you not have received yours, or should you be an educational secretary who is not a member of NAES and who would like to attend the Convention and Institute, you are cordially invited to write to one of these people for the brochures and reservation forms:

Miss Nancy Yarosh, Chairman, National Convention
Barratt Junior High School
16th and Wharton
Philadelphia, Pennsylvania

or to:

Miss Rea Lindenberg, Institute Chairman
Room 502, Administration Building
Parkway at 21st Street
Philadelphia 3, Pennsylvania

or to:

Mr. Stephen R. Lawrence
Coordinator for NAES Institute
University of Pennsylvania
3812 Walnut Street
Philadelphia 4, Pennsylvania

Your Invitation . . .

R. S. V. P.

by

NANCY YAROSH

**General Chairman, 1957 NAES
Annual Convention, Philadelphia**

Yes, we have ordered the red carpet and it will be here to roll out for you on Thursday, June 27, 1957, the opening date of our Annual Convention. The convention will continue through June 30 at the Penn Sherwood Hotel and be followed by the Institute at the University of Pennsylvania from July 1 through July 5. You have undoubtedly received the Convention Program and the Institute Brochure by this time, and we hope you are as excited about them as we are in Philadelphia.

We would like to take advantage of this opportunity to again stress the importance of sending in your hotel reservation by the date specified on the reservation blank—May 15. We want you to understand that all rooms not reserved by May 15 will be released for assignment to other NEA personnel attending the convention. Between twenty and twenty-five thousand visitors will be in Philadelphia for the NEA Convention and hotel space is at a premium.

We in Philadelphia are enthusiastically looking forward to greeting you and sharing the stimulation that an experience of this kind can bring.

The Convention Program . . .

**National Association of Educational Secretaries
(A Department of the National Education Association)**

TWENTY-THIRD ANNUAL CONVENTION

June 27-30, 1957

Philadelphia, Pennsylvania

Hotel Penn Sherwood

GENERAL PROGRAM

Thursday, June 27

5:00 P.M.	Registration	University Room
8:00 P.M.	Open House	Pennsylvania Room
	Hostesses: Educational Secretaries Association of Philadelphia	
	Receiving Line: Presidents of Affiliated Associations	

Friday, June 28

8:30 A.M.	Registration	University Room
9:30 A.M.	General Session	Della Robbia Room
	Presiding: Corinne Messenger, President	
	Greetings: Nancy Yarosh, President, Educational Secretaries Association of Philadelphia	
	Welcome: Mr. Milton O. Pearce, Associate Superintendent, School District of Philadelphia	
	Welcome: Representative of the City of Philadelphia	
	Response: Eleanor Egner, First Vice President	
10:30 A.M.	Advisory Council Meeting	
	Presiding: Evelyn Shipley, Chairman (Admission by Advisory Credentials)	
	Group Meetings: Members not Advisory Council Delegates	
	Presiding: Letha Walters, President, Colorado Association of Educational Secretaries	
12:00 Noon	NAES Birthday Luncheon	Ball Room
	Hostesses: Pennsylvania Association of Educational Secretaries Helen Jayne Hudson, President	
2:30 P.M.	General Session for Announcements	Della Robbia Room
2:45 P.M.	Advisory Council and Group Meetings (continued)	
8:00 P.M.	"The Delaware River Valley Story"	Della Robbia Room

Saturday, June 29

- 9:00 A.M. Annual Business MeetingBall Room
 (Admission by Membership Card)
 12:00 Noon Lunch—No Official Arrangements
 2:00 P.M. Annual Business Meeting (continued)Ball Room
 6:30 P.M. Convention BanquetBall Room

"NAES COMMEMORATES NEA CENTENNIAL"

Invocation: Emma Castner, Chairman, Centennial Planning Committee

Greetings: Miss Martha Shull, President National Education Association

Greetings: Dr. Allen H. Wetter, Superintendent of Schools, School District of Philadelphia

Speaker: Dr. Gaylord P. Harnwell, President University of Pennsylvania

Awarding of Certificates: Martha S. Luck, Chairman

Parade of Nancy's Cousins

Sunday, June 30

- 12:30 P.M. Trip to Atlantic City, "Playground of the World"

And The Social Events . . .**CONVENTION AND SOCIAL EVENTS****June 27-July 5, 1957**

Convention Registration Fee (must be paid by each registrant)\$ 2.00

NAES Membership Dues for 1957-58at 4.00

Thursday, June 27: Open House (A get-acquainted time)Complimentary

Friday, June 28, Noon: "Our Birthday Luncheon"at 3.00

Friday, June 28, Evening: "The Delaware River Valley Story"Complimentary

An integrated arts program in which pictures in full color are projected and coordinated with music and narration to dramatize the story of a community.

Saturday, June 29: Convention Banquet—NAES Commemorates NEA Centennial at 6.50

Sunday, June 30: *Trip to Atlantic City, "The Playground of the World"at 8.50

(Cost of trip includes transportation and dinner in Atlantic City.) You will have an opportunity to take a dip in the Atlantic Ocean—bring your swim suit, cap and 50¢ locker fee. The Beach is one of the finest and the boardwalk is the longest in the world, lined with magnificent hotels and fine shops.

Monday, July 1, Afternoon & Evening: *Trip to Longwood Gardens at 4.25

(Cost of trip includes transportation and dinner.) Tour of world famous gardens and conservatories climaxed by colorful "dancing fountains" display.

Tuesday, July 2, Afternoon: Visit one of the following places of interest:

*Girard College—(Charge made only for transportation)at .50

This noted institution is the first and foremost among the colleges of the U. S. for male orphans. Founded by the great philanthropist, Stephen Girard.

*Phila. Museum of Art (Charge made only for transportation)at .50

Phila. Panorama at Commercial Museum (walking distance) No charge

Presents a 3-dimensional perspective of a redevelopment program of Philadelphia in a most interesting way.

University Museum (walking distance)No charge

*Fels Planetarium and Tour of Franklin Instituteat 1.25

(Cost includes price of admission and transportation)

Tuesday, July 2, Evening: "Schools on Parade"—We are proud of the opportunity

to offer you this outstanding performance by students of the Philadelphia public schools, being given especially for NEA Centennial Convention.

Wednesday, July 3, Evening: *Playhouse in the Park	at 2.75
(Cost includes price of admission and transportation)	
Legitimate theatre under canvas in Fairmount Park, one of the largest parks in the country. or	
*Cinerama (Cost includes price of admission and transportation)	at 2.50
Thursday, July 4, Noon: *Luncheon on Tour—For Institute Registrants Only ..	at \$2.50
A "must"—if you want to eat!	
Thursday, July 4, Evening: *Open-Air Concert by the Robin Hood Dell Orchestra, made up of members of the Phila. Orchestra	at .60
(Charge made for transportation only)	
In the picturesque Fairmount Park Amphitheatre	
Friday, July 5, Afternoon: *Tour Administration Bldg. of School District of Phila. and Farewell Tea	at .60
(Cost only for transportation)	
* Buses start from and return directly to Penn-Sherwood Hotel after all tours.	

The Philadelphia Institute . . .

SPONSORSHIP

The University of Pennsylvania is host to the 1957 Institute for Educational Secretaries, July 1 through July 5. The organizations cooperating in this in-service training program are:

The School of Education, University of Pennsylvania
The National Association of Educational Secretaries
Educational Secretaries Association of Philadelphia
Pennsylvania Association of Educational Secretaries

LOCATION

The Institute will be held on the campus of the University of Pennsylvania, located in the area centering on the intersection of 36th and Locust Streets in West Philadelphia, a few blocks from the 30th Street Station of the Pennsylvania Railroad and about ten minutes by public transportation from the Center City area of Philadelphia.

SCHEDULE OF CLASSES

8:30-9:30 a.m.	GENERAL SESSIONS—In Houston Hall Auditorium
Monday, July 1—Women in the World Today	Dr. Bailey
Tuesday, July 2—Foreign Affairs	Dr. Scholz
Wednesday, July 3—Historical Philadelphia	Dr. Nichols
Friday, July 5—Recapitulation	Dr. Zahn
9:30-10:30	PERIOD I—All classes will meet in Dietrich Hall
English—A Communications Problem	
Handbook Preparation	
Mental Hygiene	
Personal Finance	
Personnel Relations	
Professional Association Leadership	
Typing Techniques; Work Simplification	
Modern Techniques in Duplicating (double period, 9:30-10:30, 11-12)	
10:30-11:00	COFFEE BREAK—in The Dr. John Houston Lounge, Houston Hall
11:00-12:00	PERIOD II
Audio-Visual Aids	
Problems and Issues in Education Today	
Propaganda Analysis	
Psychology: Adolescent Behavior	
Public Speaking (double period, 11:00-12:50)	
Records Administration	
Typing Techniques: Work Simplification	
Modern Techniques in Duplicating (continuation of period I)	

12:00- 1:00 PERIOD III

Educational Secretary and School Administration
Evaluation of Literature
Human Relations
Office Organization
Public Speaking (continuation of period II)
Legal Principles Underlying Public Education
Reading: 6 to 60

Symposium on Recent Developments in Science

Thursday, July 4 HISTORICAL TOUR

As part of the educational program of the Institute, all members will participate in a guided tour of places of historical significance in the Philadelphia area, including Independence Hall, the Betsy Ross House, the mansions in Fairmount Park, and Valley Forge.

All classes will meet on Monday, Tuesday, Wednesday, and Friday, July 1, 2, 3, and 5.

GENERAL INFORMATION

TUITION—Tuition will be \$22—for both credit and non-credit registrants.

CREDIT—A card will be issued to each credit registrant who has attended a minimum of fifteen hours of class time (including general sessions) stating that the registrant is entitled to one semester credit of undergraduate work in Education 525ES at the University of Pennsylvania. This credit will be transferred by the School of Education to any institution the registrant may designate, as long as she has been duly admitted on a credit basis at said institution.

REGISTRATION—Registrations will be honored in the order of their receipt and should reach the Coordinator for the Institute no later than May 15, 1957. The tuition fee of \$22 must accompany the registration form. Checks or money orders should be made payable to The Trustees of the University of Pennsylvania. Please detach and use the registration blank on the last page of the brochure and mail to Stephen R. Lawrence, Coordinator for N.A.E.S. Institute, School of Education, University of Pennsylvania, Philadelphia 4, Pennsylvania.

CONVENTION SESSIONS—The annual convention of the N.A.E.S. will be held at the Penn-Sherwood Hotel, Walnut and 39th Streets, a few blocks from the University campus, on June 27 through June 30. Please use the form for registration for the convention.

HOUSING—Housing for the convention and for the Institute will be provided at the Penn-Sherwood Hotel. The registration form *must* be in the hands of the hotel not later than May 15.

MEALS—Meals will be available in the hotel, also on the campus in the university cafeteria in Houston Hall, and in the various restaurants in the campus area. Meals are served in Houston Hall at the following times: breakfast, 7:30-9; luncheon, 11:30-2; dinner, 5:30-7. There is also a coffee shop in Houston Hall.

DESCRIPTION OF COURSES

AUDIO-VISUAL AIDSDR. SHAFER

This course is designed to assist educational secretaries in answering questions directed to the administrator's office by members of the staff and community representatives regarding the availability and use of audio-visual equipment and services. Includes lectures, demonstrations, and discussions.

THE EDUCATIONAL SECRETARY AND SCHOOL ADMINISTRATION ..DR. ARNOLD

School Administration as a staff function involving various people among whom the secretary has definite and important responsibilities. A functional analysis of the administrative process identifying secretarial duties and relationships.

ENGLISH—A COMMUNICATIONS PROBLEMDR. GROVE

The function of language in the past. The sacred and utilitarian application of language. The disregard for the time element in the working out of lingual communications in the past and the consequences of this neglect for us. The problems of

minority and majority education. How do we learn our native speech? The relative difficulty of learning a specific mother tongue. An analysis of the unique difficulties of English. How they affect our education, cultural standards, and communication requirements.

THE EVALUATION OF LITERATUREDR. BLACK

A survey of the basic problems of literary background and critical interpretation with reference to the most commonly read "classics" of American and British Literature in comparison with currently popular works.

HANDBOOK PREPARATIONMRS. MAYNARD

A discussion of the techniques and methods for compiling and indexing a handbook. Procedures for analyzing jobs, writing instructions, and outlining policies will be considered.

HUMAN RELATIONS DR. CHWOROWSKY

A study of the role of educational secretaries and how they can function more effectively in the light of their interpersonal, intragroup, and intergroup relations in home, school, and community.

LEGAL PRINCIPLES UNDERLYING PUBLIC EDUCATIONDR. GARNER

Underlying the public school system are certain legal principles basic to an understanding of its organization and operation. In this course, the following topics will receive major consideration: (1) the place of the public school in our governmental structure; (2) the authority of school districts and their governing boards; (3) legal principles governing personnel administration; and (4) the liability of school districts, school officers, and school employees for injuries received as the result of the negligence of the district's officers, employees, and agents.

MENTAL HYGIENEDR. BAKES

This course will include discussion of such topics as the following: (1) basic personal needs; (2) understanding children; (3) some realities of the school situation; (4) the bases of good mental health.

MODERN TECHNIQUES IN DUPLICATINGMISS CORRELL

The purpose of this course will be to demonstrate various types of mimeographing, including the mimeographing of invitations, booklets, and pamphlets; the preparation of the stencil; the four-page fold and the French fold; the use of two colors in mimeographing. Modern equipment will be provided for demonstration work and for practice.

OFFICE ORGANIZATIONDR. ANYON

Two basic topics will be discussed—the *standard* aspects of office organization; the techniques of planning and control in the office, and the standardization and routinization in systems and procedures. Overriding both of these topics will be a discussion of the *dynamic* aspect of motivating the individual office worker.

PERSONAL FINANCEDR. KIP

A brief introduction to the important areas of personal finance. As the emphasis will be on the financial aspects, the major subjects for discussion will include budgeting, savings and investment media, insurance, intelligent use of credit, and planning for heirs.

PERSONNEL RELATIONSMR. HILKERT

A discussion of the meaning of *personnel relations*, and the principles and methods for implementing a sound and successful personnel program, with special emphasis on the implications of personnel relations in the work of the educational secretary.

PROBLEMS AND ISSUES IN EDUCATION TODAYDR. GRUBER

A series of four lectures designed to explore the implications of the following: Freedom to Teach and to Learn, Federal Support for Public Education, Liberal Education in an Age of Technocracy, and Education for Leadership.

PROFESSIONAL ASSOCIATION LEADERSHIPMRS. LUCK

How to organize and carry on a professional association; establishing policies and a general philosophy; fixing the responsibilities of officers, committee chairmen, and members; developing an interesting and worthwhile program; enlisting members; selecting and training officers; and financing.

PROPAGANDA ANALYSISDR. HARTER

This course will be a systematic study of the seven steps of propaganda analysis, starting with the status of propagandists and their aims. A practical study of conflicting pressure groups in economic, social, political, and educational fields. Special attention

will be given to mass media of communication, including the press, radio, and television. Propaganda in text books and educational institutions.

PSYCHOLOGY: ADOLESCENT BEHAVIORDR. HURLOCK

The "troublesome teens" and what makes them such will be the focal point of behavior that are characteristically "adolescent," will be critically evaluated.

emphasis in this course. The influence of modern child training methods and of cultural pressures on today's adolescents, responsible for producing many of the forms of

PUBLIC SPEAKINGDR. POTTS

Practice in Public Speaking with individual criticism and correction of speech faults. Discussion of the part that gesture, distribution of attention, and concreteness play in successful speaking. Definitions of purpose and motive.

READING: FROM 6 TO 60MR. SCHNEVER

This course will provide professional information concerning the teaching of reading and related problems and will offer suggestions for increasing the reading speed and comprehension of adults. Questions such as the following will be discussed: What is reading? How is reading taught? Why do some children fail to learn to read? How can adults read faster with better comprehension?

RECORDS ADMINISTRATIONMISS PARR

Methods will be developed for the creation, use, control, and disposal of all school educational office records. Special attention will be given to filing techniques as a part of records administration, and to the use of standardized subject classification for educational offices suggested in *File It Right*.

SYMPOSIUM ON RECENT DEVELOPMENTS IN SCIENCE

A series of four lectures on some of the important recent developments in the field of the physical sciences:

"Liquid Helium: Properties of Materials at Extremely Low Temperatures"

.....DR. ATKINS

"Modern Developments in Astronomy"DR. PROTHEROE

"The New Concepts of Physics"DR. CALLEN

"General Effects of Radiation"DR. WOOD

TYPING TECHNIQUES: WORK SIMPLIFICATIONMRS. WOOD

Building typing ability to simplify work. New ideas, techniques, and short-cuts to enable you to improve your accuracy and boost your speed—whether you use a manual typewriter or an electric one. An opportunity will be provided to practice on the latest equipment. There will be two separate sections of this course, each limited in size to 20 people.

NEA CENTENNIAL YEAR CONTINUES

This is the Centennial year for America's organized teaching profession, NAES, as a department of NEA, continues to plan programs and give support to the NEA Centennial Celebration.

In the Listening-In section of this issue, read the news items about the Alhambra, California, NEA program.

At the National Convention, in Philadelphia, on Friday, June 28, NAES will hold a Birthday Luncheon, and the Convention Banquet will center around the theme "NAES Commemorates NEA Centennial." Miss Martha Shull, President of the NEA, is to be our guest that night.

Program chairmen of affiliated associations are invited to write to Dr. Paul Street, Director of the NEA Centennial

Celebration, NEA, 1201 Sixteenth Street, N.W., Washington 6, D.C. for program materials and the birthday kit to use for programs on the Centennial.

Also, the cut of Nancy National appearing with the NEA seal in this article is available for use on printed materials and may be secured from the editor of NES.



At Austin, Texas . . .

THE INSTITUTE AT THE UNIVERSITY OF TEXAS

July 15-19, 1957

At the time the magazine was being prepared for publishing, the girls in Texas had just had their planning session. Therefore, your invitation and the details are all in one package:

YOUR INVITATION TO TEXAS

**by
MISS HELEN J. BECHTEL**

**President, Texas Association of
Educational Secretaries**

The one-week Work Conference for Educational Secretaries, July 15-19, 1957, in Austin, Texas, is offered by the University of Texas and jointly sponsored by the Texas Association of Educational Secretaries, the Texas Association of School Administrators, and the National Association of Educational Secretaries.

The Joint Planning Committee (three from T.A.S.A. and three from T.E.S.A.) is composed of:

Mr. C. E. Ellison, Superintendent of Schools, Killeen
Mr. Joe Hutchinson, Superintendent of Schools, San Marcos
Mr. E. J. Briesemeister, Superintendent of Schools, Seguin
Charlyne Roberts, Austin
Maxine Moss, Seguin
Helen J. Bechtel, Corpus Christi, Chairman

These people work in cooperation with Mr. H. F. Alves, Professor College of Education, University of Texas, who serves as coordinator in planning the week's program. All classes are held in the air-conditioned Driskill Hotel in Austin, with the exception of Thursday, July 18, which has been proclaimed "Secretary's Day" at Texas Education Agency by Dr. J. W. Edgar, State Commissioner of Education. This day is spent with Agency personnel in an attempt to learn more of the working of the Agency.

Mr. Millard Collins, Manager of Education Division of I.B.M. New York City, will be the guest consultant. His first appearance before the group will be Monday afternoon, when he will serve as moderator of a panel composed of school superintendents, school board members, principals, etc. This day is called "Administrators Day," and representatives from all phases of the school program will be with us participating on the panel. Monday night the group will entertain all consultants, guest speakers, and administrators with the Green Shores boat trip and dinner, which is the highlight of our social activities.

Registration for our Work Conference will begin Sunday afternoon July 14, during which time we will have a get-together for an exchange of ideas. Wednesday noon we will have a style show luncheon at the hotel. Time will be allowed after the luncheon for shopping before the bus departs at 4:00 o'clock for a tour through the Capitol grounds, The University of Texas, and the scenic drive of Austin.

There will be a barbecue supper served on the shores of Lake Austin before returning to the hotel. Friday noon will bring an end to our glorious week together, with a top notch speaker followed by information on Teacher Retirement, and a T.E.S.A. business session.

Won't you join us for a week packed with information, knowledge, fellowship, and sociability? We would love to have you. Just drop a card to Helen J. Bechtel, Box 110, Corpus Christi, Texas, and further information will be sent to you.

At Bloomington Indiana . . .

THE INSTITUTE AT INDIANA UNIVERSITY July 15-19, 1957

In this section is your invitation to attend the Institute for Educational Secretaries

at Indiana University, in Bloomington, the General Information and the Instructional Program.

Since there is to be pre-registration and final registration and the final registration must be received by June 15, for full information, brochures, and registration blanks, you will want to write to:

Mrs. Josephine Sanders, Muncie Trade School, Kilgore, and Perkins, Muncie, Indiana or to:

Dr. Elvin S. Eyster, Chairman, Department of Business Education, School of Business, Indiana University, Bloomington, Indiana.

Here's Your Invitation . . .

INDIANA INVITES YOU

by

MRS. NELLE BARNES

**President, Indiana Association of
Educational Secretaries**

Aunt Anna of Indiana is proud to welcome you to an Institute at Indiana University, pride of the middlewest. The new Smithwood Dorm, in which the Institute will be housed, is a modern miracle of geometric design. Seven stories high in the shape of a huge X, the building is constructed of limestone cut from the nearby quarries. Inside, everything has been beautifully planned for your comfort.

An outstanding program is offered featuring meetings, instructional classes, outstanding entertainment, yet allowing time for visiting with other educational secretaries from all over the United States.

We know also you will enjoy exploring this picturesque part of Hoosierland. You'll thrill with the magic of walking through the lovely wooded campus between classes. Colorful birds watch with a wary eye as you pass, and tiny chipmunks and squirrels scamper by or stop to scold if you interrupt their hurried play.

You'll notice in your program that a trip has been planned to Brown County which includes a play in the famed "little theatre" in Nashville. You know that you will love this country town, devoted entirely to arts and crafts, as we do.

We hope that after this Institute is over you'll go home feeling invigorated, having discussed your problems with others, having brushed up on skills, and having gained a new perspective toward the most exciting of all professions—that of Educational Secretary.

Please take this as a personal invitation to each of you to attend this outstanding Institute, and give us an opportunity to extend Hoosier Hospitality.

General Information

SPONSORS

Indiana University
National Association of Educational Secretaries
Indiana Association of Educational Secretaries

FOR WHOM

All secretaries and administrative assistants serving in educational institutions—elementary and secondary schools, colleges, and others—are cordially invited to participate in the Institute. Although the Institute is co-sponsored by the National Association of Educational Secretaries, all secretaries are welcome, whether members or not.

TRANSPORTATION

Bloomington is located about 50 miles southwest of Indianapolis, about 100 miles

northwest of Louisville, about 130 miles west of Cincinnati, about 230 miles northeast of St. Louis, about 250 miles southeast of Chicago, and about 350 miles southwest of Detroit. It is served by the Monon Railroad, Greyhound Bus Lines, and Lake Central Airlines. The Monon has one train daily to and from Chicago and Louisville; Greyhound, several buses daily to and from Indianapolis; and Lake Central, two flights daily to and from Chicago and Indianapolis.

HOUSING AND MEALS

Participants will be housed in Smithwood, a beautiful housing facility in the heart of the campus. All meals except a picnic (at Brown County State Park on Wednesday evening) and a banquet (at Memorial Union Building on Thursday evening) will be served in this building.

COSTS

Registration fee (including cost of instructional materials)	\$17.50
Tuition fee for those who register for University credit (one or two hours of credit is optional), per credit hour	8.00
Room in Smithwood, per day	3.50
Regular meals at Smithwood	13.50
(Includes all meals, Monday through Friday, except dinner on Wednesday, Thursday, and Friday.)	
Special events:	
Banquet, July 18	2.50
Buffet dinner on Sunday evening, July 14 (optional)	2.00
Brown County Picnic and Little Theatre (includes transportation)	
July 17, (optional)	4.00
Dinner on Friday night, July 19 (optional)	1.75

SOCIAL ACTIVITIES AND ENTERTAINMENT

Tours, swimming, tennis, picnicking, and group play under the direction of a recreational leader will be planned daily for late afternoon hours. A picnic in Brown County State Park, followed by the Brown County Little Theatre, is planned for Wednesday evening. Brown County State Park is one of the scenic spots of southern

Business and Economics Building, Indiana University, Bloomington



Indiana; the Little Theatre, a project of the University's drama department, has become one of the outstanding events of the summer season because of superior productions. The players will give a special performance of one of their plays.

The Institute banquet will be on Thursday evening, July 18. This will be a memorable occasion characterized by good friendship and fellowship, good food, an inspirational address, and entertainment.

UNIVERSITY CREDIT

Participants in the Institute may register for either one or two semester hours of University credit. The tuition fee is \$8 a semester hour. Additional assignments and projects will be made to those who enroll for credit.

CALENDAR AND DAILY SCHEDULE

Calendar for week:

- July 14 Registration and buffet supper
- July 15 Registration; classes begin 8:15 a.m.
- July 17 Evening picnic and Brown City Little Theatre
- July 18 Evening banquet
- July 19 Classes close 3:20 p.m.

Daily schedule:

- 7:45 a.m. Breakfast
- 8:15- 9:00 a.m. Institute activities
- 9:00- 9:20 a.m. Coffee break
- 9:30-10:20 a.m. General course—*The Educational Secretary Becomes Professional*
- 10:30-11:20 a.m. Technical courses
- 11:30 a.m. Lunch and free time
- 1:30- 2:20 p.m. General course—*I Want to Know Series*
- 2:30- 3:20 p.m. Technical courses
- 3:30- 5:30 p.m. Planned recreation, tours, picnics, free time, etc.
- 6:30 p.m. Dinner
- 7:30 p.m. Free time, planned activities, recreation, etc.

REGISTRATION

Immediate pre-registration is requested. It will reserve a place for you in the Institute. From the preferences for technical courses listed in pre-registration, the technical courses will be determined.

Secretaries from whom pre-registration blanks are received will be sent blanks for final registration, which should be on file at the University on or before June 15.

THE INSTRUCTIONAL PROGRAM

OBJECTIVES:

The objectives are (1) to enhance the secretary's understanding of education and the role of the educational secretary's position in education, (2) to extend the secretary's technical knowledge and to improve her skills, and (3) to broaden the secretary's knowledge and deepen her appreciation of the world in which she lives and works.

ORGANIZATION OF COURSES:

Two types of courses—general and technical—are included in the instructional program. All participants in the Institute will attend the general courses, one in the morning and one in the afternoon. Each participant will elect a technical course offered in the morning and one offered in the afternoon.

GENERAL COURSES:

The general course given in the morning for all participants is titled *The Educational Secretary Becomes Professional*. The units of instruction in this course are:

What is Education?

Our Responsibilities to Faculty and Staff; to Pupils, Parents and Community

On Being a Professional Secretary

Personal and Professional Growth
The Educational Secretary and Her Position

A general course titled *I Want to Know Series* will be given for participants in the afternoon. It will include *I Want to Know* . . .

- . . . About Business and How It Affects Me
- . . . About Local, State, and National Affairs
- . . . About New Thoughts and Practices in Education
- . . . How Others Handle Perplexing Problems Arising in Their Work

The general courses will be held in an air-conditioned room in the new David Starr Jordan Hall.

TECHNICAL COURSES:

The technical courses to be given will be determined by the preferences indicated by the Institute participants on the pre-registration blank, a copy of which is on the inside of the back cover of this announcement. Each participant is requested to indicate on the pre-registration blank the *five* technical courses listed below in which she has the greatest interest.

WORK SIMPLIFICATION:

Deals with improvement of methods of doing office tasks in educational offices, development of work flow patterns, application of principles of motion economy, study of form design, application of office machines and "gadgets," short cuts, and work station arrangement.

OFFICE LAYOUT:

Principles of office layout basic to efficient office operation; relationship between office layout and work simplification; and making the office an attractive place in which to work.

RECEIVING AND INTERVIEWING IN THE SCHOOL OFFICE:

Basic principles in office organization and conduct for forming favorable impressions with visitors to the school office. Among major items of discussion will be arrangement of reception area, techniques for handling requests, interviewing, and proper conduct of employees in area visible to callers.

INCREASING TYPEWRITING PRODUCTIVITY:

Efficiency at the typewriter, manual or electric, techniques and practices which will improve one's production at the typewriter through improved operational procedures.

MACHINE ACCOUNTING IN THE SCHOOL OFFICE:

Factors affecting the availability, cost, and contents of school accounting records; machine accounting and budgetary control; mechanization of school offices; demonstration of accounting machines; and application of machines to school office problems.

SUPERVISION AND TRAINING OF OFFICE PERSONNEL:

Role of the educational secretary as a supervisor of office workers; principles and practices of effective supervision. The educational secretary's responsibility for training office personnel; methods, techniques, aids, materials, and devices effective in training others.

ADVANCED SECRETARIAL TECHNIQUES:

Discussion of qualities, other than office skills, characteristic of an outstanding secretary. Many of these qualities are less tangible than the office skills. By case study, discussion, and illustration, such qualities will be emphasized.

WRITTEN COMMUNICATIONS:

Review of the principles of effective written expression and the psychological principles of modern business letter writing. Students will have an opportunity to discuss these principles and to apply them in the solution of typical writing problems.

ENGLISH COMPOSITION:

Fundamentals of effective written expression. Emphasis on thought development leading to effective written expression and on mechanics; that is, emphasis on organization of thought before writing, relationship of secondary to primary ideas, identification of key thoughts, summarization, grammar, and punctuation.

ORAL COMMUNICATION:

Suggestions for development of effective oral communication—in conversation with individuals or before groups. Emphasis will be on voice control, enunciation, diction, and composure. At least one session will be devoted to proper telephone techniques.

DEVELOPMENT OF OVERLOOKED ASSETS:

Deals with discovery and development of one's personal abilities, capacities, and characteristics that are not only basic to personal happiness and gracious living, but also requisite for professional success. Among the factors to be considered will be vocabulary building, memory development, improvement of reading, professional etiquette, and professional grooming.

HUMAN RELATIONS:

Brief analysis of the principles underlying good human relationships. Case studies will be used to investigate situations and conditions which make for pleasant and efficient interactions between people.

MANAGEMENT OF ONE'S PERSONAL BUSINESS AFFAIRS:

Development of a plan for management of one's personal business affairs and how to adhere to the plan, thereby eliminating or minimizing money problems which many times affect job performance and social relationships.

HANDBOOK PREPARATION:

Techniques and methods for compiling handbooks—particularly for individual offices or school systems. Procedures for analyzing jobs and writing job descriptions. Exhibit of handbooks will provide opportunity for study of some already in use. The National Association's publication on handbook preparation will provide opportunity to examine sample job descriptions.

RECORDS ADMINISTRATION:

Programs for the creation, use, control, and disposal of all school and school office records. Special attention will be given to filing techniques as a part of records administration and to use of the standardized subject classification for school offices suggested in *File It Right*.

At Tacoma, Washington . . .

THE INSTITUTE AT THE COLLEGE OF PUGET SOUND

August 4-9, 1957

Brochures are ready for this Institute and may be secured by writing to:

Miss Jessie Castleman, Tacoma Public Schools,
Central School Building
Tacoma 1, Washington

or to:

Mrs. Elberta Macgregor
461 Summit North
Seattle, Washington

or to:

Dr. John Regester
College of Puget Sound
North 15th and Warner Streets
Tacoma, Washington

Deadline for reservations is July 15, so you'll want to write soon. In this section you will read the Invitation, the Program, Social Events, and General Information.

Your Invitation . . .

COME WEST, YOUNG WOMEN, COME WEST

by
Co-Chairmen JESSIE CASTLEMAN, Tacoma
ELBERTA MACGREGOR, Seattle

Nancys of the Washington affiliated associations proudly announce their participa-

tion and planning for the summer Institute co-sponsored by the National Association of Educational Secretaries and the College of Puget Sound at Tacoma, Washington, August 4 through 9. There is no spot in the northwest more ideal for study, inspiration, fellowship, and one college credit.

The theme of the week-long program is *Better Educational Secretaries, Better School Communications*. The administrators with a steering committee headed by Charlotte Parr, National Institute chairman have set up a program of classes most often sought by educational secretaries. In addition, a social program has been planned for the entire week that will entertain and acquaint you with the spectacular beauty of the Northwest.

Plan to join the Washington secretaries and make this occasion an inspirational holiday highlight. Look over the program and decide now to be among those present this August at College of Puget Sound.

The Program . . .

PROGRAM

Sunday, August 4, 1957—5:00 p.m. Registration, Music Building Lobby

8:30-9:25 a.m. General Sessions

Monday—Educational Responsibilities, Dr. R. Franklin Thompson, President, College of Puget Sound

Tuesday—Community Relationships, Mr. W. P. Gullander, Vice President, Weyerhaeuser Timber Co.

Wednesday—World Relationships, Dr. Lyle Shelmidine, History Department, College of Puget Sound

Thursday—Professional Relationships, Mrs. Paul Wanamaker, Washington State Superintendent of Public Instruction 1941-57, President of National Education Association 1946-47, Western States Representative of *Scholastic*

Friday—Personal Relationships, Mrs. Frances Swayze, Dean of Women, College of Puget Sound, and Member Washington State Legislature

9:30-9:55 a.m. Coffee Break (Monday through Friday), Music Building Lounge

10:00-10:55 a.m. First Class Period (Monday through Friday) Choose one:

Child and Adolescent Behavior, Jones Hall 19, Dr. Edwin H. Olson, Psychology Department, College of Puget Sound

Human Relations, Jones Hall 111, Dr. Gordon Bertram, Economics Department, College of Puget Sound

Typing Techniques, Jones Hall 203, Miss Mary A. Stewart, Educational Representative, IBM Corporation

11:00-11:55 a.m. Second Class Period (Monday through Friday) Choose one:

Group Leadership, Jones Hall 111, Professor Frank Peterson, Sociology Department, College of Puget Sound

Speech Improvement, Jones Hall 212, Mr. Orville Weeks, Principal, Franklin Pierce High School, Visiting Instructor in Speech, College of Puget Sound

Typing Techniques, Jones Hall 203, Miss Mary A. Stewart

1:30-2:25 p.m. Third Class Period (Monday through Friday) Choose one:

Business English, Jones Hall 210, Professor Ellery Capen, Business Administration Department, College of Puget Sound

Shorthand Brush-Up, Jones Hall 12, Miss Eula May Taylor, Business Education Department, Lincoln High School, Tacoma

Speed Reading, Jones Hall 17, Dr. Edwin H. Olson

2:30-3:25 p.m. Fourth Class Period (Monday through Friday) Choose one:

Art Appreciation, Jones Hall 204, Art Department Staff, College of Puget Sound

Office Techniques, Jones Hall 203

Monday—Telephone Techniques, Educational Representative, Pacific Telephone Company

Tuesday—Duplicating Techniques, Mr. Eugene Goodwin, Manager, Duplicating Department, Stationers, Inc.

Wednesday—Reception Techniques, Mrs. Leona Summers, Business Education Department, Lincoln High School, Tacoma
 Thursday—School Accounting, Mr. Toney Shelton, Accountant and Office Manager, Business Office, Tacoma Public Schools
 Friday—Office Management, Dr. Homer Hamner, Business Administration Department, College of Puget Sound
 Vocabulary Building, Jones Hall 212, Dr. Julius Jaeger, Professor Emeritus, English Department, College of Puget Sound

SOCIAL EVENTS

Sunday, August 4

7:00 p.m.—Vesper Service, Gail Day Chapel, Jones Hall, Dr. John Phillips, Religion Department, College of Puget Sound

8:00 p.m.—Open House, Lounge of Music Building, Mrs. Helen Fussell, Chairman, Tacoma Association of Educational Secretaries

Monday, August 5

7:30 p.m.—Clinic, "What is Your Problem?" Mrs. Elberta Macgregor, Chairman, Seattle Association of Educational Secretaries

9:30 p.m.—Coke Date, Vi Darlington, Chairman, Washington Association of Educational Secretaries

Tuesday, August 6

Choice of:

*Trip to Mount Rainier

*Smorgasbord at Top of the Ocean and Cinerama in Seattle

Cruise on Puget Sound in College boat (limit 23 persons), Complimentary

Wednesday, August 7

6:30 p.m.—Banquet, Student Union Building, Mrs. Beatrice Bruck, Chairman, Seattle Association of Educational Secretaries

Speaker: Ernest W. Campbell, Superintendent of Schools, Seattle

Thursday, August 8

Choice of:

*Chicken or steak dinner at Green Parrot Inn and Aqua Follies in Seattle

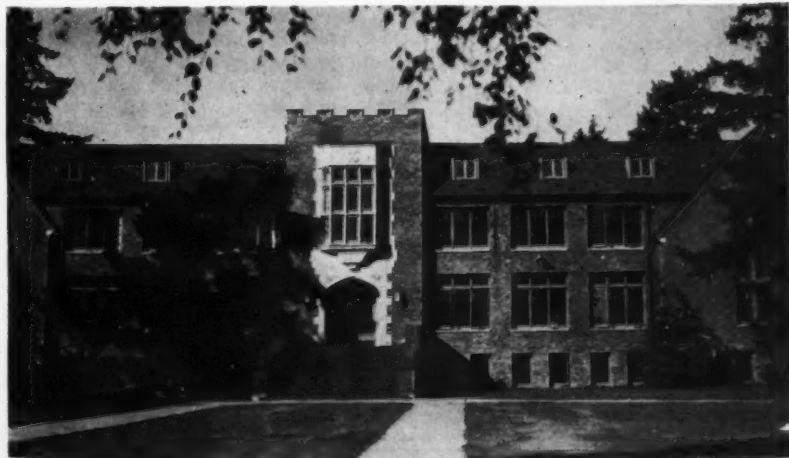
*Tour of McNeil Island Penitentiary

Cruise on Puget Sound in College boat (limit 23 persons), Complimentary

Friday, August 9

3:40 p.m.—Farewell Tea, Anderson Hall

Music Building, College of Puget Sound



*Costs of these events are listed on the insert card to be used for making reservations.
The new swimming pool at the College will be available to Institute members at a cost of \$1.00 for the week.
Seattle Seafair's many activities, August 1-11, may be of interest.

GENERAL INFORMATION

Dates: August 4-9, 1957

Place: College of Puget Sound, North 15th and Warner Streets, Tacoma, Washington

Housing: Registrants who request housing will be accommodated in one of the College Residence Halls. Room rates per day are \$2.00 per person—two persons to the room.

Meals: Cafeteria meals will be available in the College Commons.

Tuition: A tuition fee of \$17.00 is to be paid by each registrant. This is to be mailed to the College of Puget Sound before July 15, 1957.

Credit: One semester hour of credit can be earned by registrants who attend all sessions of the Institute.

Correspondence: Inquiries, advance registration and all correspondence may be addressed to the Director of the Summer Session, College of Puget Sound, Tacoma 6, Washington.

Special Item: The Association will collect registration fee (\$2.00) and reservations and costs for social events. Mail to Miss Mary Pomery, 3144 South Pear St., Olympia, Washington.

PROFESSIONAL STANDARDS PROGRAM

At least twenty-five or more educational secretaries will be awarded certificates under the NAES Professional Standards Program at the Annual Convention Banquet in Philadelphia on June 29, reports Mrs. Mary C. Lawrence, Registrar of the Standards Program.

Mary reports nation-wide interest in the Program with a good many inquiries coming to her for additional information.

Tests, to qualify for various certificates, have been planned in six points throughout the country on May 10 and 11, and information on what the test areas will contain may be secured from Mrs. Martha S. Luck, Northwestern University, 339 East Chicago Avenue, Chicago 11, Illinois.

Because this Professional Standards Program is a continuing project and because educational secretaries are urged to write for their application forms at any time, another "Request for Application Forms for the Professional Standards Program" appears in this magazine.

REQUEST FOR APPLICATION FORMS

for
Professional Standards Program
of the
National Association of Educational Secretaries

Miss
Mrs.

Name Mr. (Last) (First) (Middle)

Mailing
address (Street and Number)

..... (City) (Zone) (State)

Date Mail to: Mrs. Mary C. Lawrence
Registrar of Standards Program
103 Lucky Street
Fayette, Missouri

Listening In



VIEWS AND NEWS, FROM FAR AND NEAR...
WHAT THE AFFILIATED ASSOCIATIONS ARE
DOING AND THINKING...

"WHAT WAS YOUR BEST MEETING?"

For each issue of NES, the Listening-In Reporters are given a special assignment. This time, they were to ask their association correspondents:

"Describe or tell us about your most successful meeting or program. Why was it so successful? What points of planning would be helpful to other associations? How many people attended? What results did such a successful program produce—in interest, new members, etc.?"

You will find answers to these questions in the Listening-In news in this issue. Note how many workshops and work-sessions are listed. Bosses' Night seems to be a feature of the spring meetings. The interest of the administrators seems to be a key point in a successful program.

Also, two associations have invited members of the Future Teachers Clubs to their meetings. Other associations might consider inviting members of the commerce club or girls in the office practice classes to their meetings.

Program chairmen and presidents of affiliated associations will find these Listening-In notes helpful. Indeed, all members of NAES are urged to read this section carefully for ideas as well as news.

How do you like the achievement of the Kern Association?

CALIFORNIA ASSOCIATION PUBLISHES HANDBOOK OF INFORMATION

The greatest single accomplishment of the California State Association to date is the publication of the *Handbook of Information* which came from the press just before the mid-winter meeting in Sacramento in February.

The Handbook is 102 pages in size and full of valuable help and information for the California School Office Employee. Divided into two sections, "The Educational Office Employee" and "Basic Information of Value for Educational Office Employees," the book was published in cooperation with the Field Service of the University of California. Phyllis Petersen of Lafayette was Chairman of the Handbook Committee and Betty Wells of Los Angeles was Editor and were assisted by many co-workers.

The Handbook sells for \$1.50 and should be worth many times that amount to school office employees throughout California. If other associations in NAES would like to buy this book before undertaking similar projects, it may be obtained from Muriel Kollmer, 319 East 129th Street, Hawthorne, California.

(Would other associations who have already published a Handbook and who would like some National publicity about it, please send a news story to the editor of NES.)

SOUTHWEST REGION

(Arizona, California, Colorado, Nevada, New Mexico, Utah)



Mrs. Angie Holms, Reporter

Alhambra High School

308 West Main Street

Alhambra, California

ARIZONA

Arizona Association

The Spring Workshop, held jointly with the Phoenix Association of Educational Secretaries, was listed as the group's most successful meeting. Gladys Tussey, Publicity Chairman, offers a hint: "We circularized all schools which were listed in the Educational Directory as having secretaries and had the best attendance from more distant parts of the State than we have ever had."

CALIFORNIA

California Association of Educational Office Employees

"Capital Ideas from the Capitol City" was the theme of the mid-winter conference in Sacramento on February 22-24, 1957. Highlights of the conference were the demonstration and discussion of bulletin board arrangements and office decorations by Mrs. Elaine Stowe, Elementary Supervisor, Sacramento City Unified School District; section meetings on Teachers' Credentials, Teachers' Retirement, and Publicity and Publications; and the officers' installation at the Saturday night banquet.

The after-dinner speaker was Dr. F. Melvyn Lawson, Deputy Superintendent, Sacramento City Unified School District, speaking on "Bosses—Their Types and Treatment." (There are at least seven types of bosses: Mr. Community, Mr. Egoist or Mr. Dictator, Mr. Perfectionist, Mr. Wolf, Mr. Disorganized, Mr. Efficiency, and, of course, Mr. Ideal.)

"La Fiesta Conferencia" (Feast of Fun and Work) is planned for San Diego July 26, 27, 28. As a new feature, an in-service training day will begin on Friday morning,

a full day of learning and re-learning. If you want more information about this meeting, please write to Annette Uehling, president of CAEOE, San Diego Union School District, Park Boulevard, San Diego, California.

Los Angeles County Association of Educational Office Employees

The best program of the LACAEEO is the May Breakfast—the meeting at which administrators of the Los Angeles County Schools are the guests of their secretaries. Last year over 800 attended and 1,000 are expected this year at the Cocoanut Grove of the Los Angeles Ambassador Hotel. The girls say, "No other program has so impressed our administrators with the leadership ability and professional attitude of educational secretaries."

Alhambra Association of Educational Office Employees

The NEA Birthday Celebration on April 4 marked a memorable milestone in the life of the Association. The program was co-sponsored by the Alhambra Teachers Association and the Alhambra Association of Educational Office Employees and gave the opportunity not only to honor NEA but also to participate with the Alhambra Teachers.

After the introductions and a presentation of "The Role of NAES in the NEA Family" by Margaret Bishop, President of the Alhambra Association, three Birthday Candles, representing the past, present, and future of NEA were lighted by presidents of the Future Teachers Clubs: Patty Smith (Alhambra High School), Shirley Ritter (Mark Keppel High School) and Nancy Hooker (San Gabriel High School.) Featured speaker of the afternoon was Mrs. Mary Jo Tregilgas, NEA Director for

California, whose topic was "The First 100 Years Are The Hardest."

Assn. of Educational Office Employees of the Los Angeles City School Districts

A new "combo" was tried for the Saturday Conference early in May. "Whistle While You Work" was the theme and giving a lilt to the affair were the intriguing song titles for the various sections: "A-Hunting We Will Go" enticed those interested in filing methods, while "A Guy Named Joe" presented methods of maintaining student records. Business English posed as "Yours Sincerely."

Classified Employees Association of the Los Angeles City School

Added to the many advancement opportunities offered to the classified personnel of the Los Angeles City Schools is a new In-Service Training program and news bulletin "Information for Classified Personnel." Responsible for scheduling the classes and editing the new bulletin is Chief Training Clerk, Bettye Wells, our NES Associate Editor.

Few school districts have such an extensive program for self improvement and technical skills. New classes scheduled for the second semester include Activities of the Personnel Commission; Promotional Opportunities and Procedures for Office Personnel; Human Relations.

Pasadena Association

The "Jackpot" door prize idea is credited with getting the attendance record up at meetings of the Pasadena Association. Members are invited to climb on the money wagon, pay their dues, and have a chance to pick up a few extra dollars for nothing more than attendance at meetings. The member must be at the meeting; if she is not there when her number is drawn, the \$5 goes back into the pot and next month's winner gets \$10. It increases five dollars each month until won; then starts with \$5 again.

Riverside County Association of Educational Office Employees

A big "Welcome Bosses" backdrop with Nancy National rolling out the carpet greeted the 127 bosses and secretaries at Banning High School on January 3. Earl Denning, principal of Banning High School was selected as King of the Bosses

and was crowned, in ceremonial style, by his two secretaries, Mrs. Jean Beck and Mrs. Dorothy Campbell.

San Mateo County Office Employees Association

We are happy indeed to welcome this new association to NAES and NES. Credit goes to Mrs. Ora Silen, a school secretary in Redwood City, who felt that office employees in the district should be on a professional basis and so sent notes out to 75 school office employees. At the first meeting, the group agreed that an association could help them gain recognition from their administrators, provide workshops to help in their daily duties, and be a media of exchange of ideas. Their first workshop was held in November.

Kern Association of School Secretaries

The Kern Association of School Secretaries, organized less than two years ago, voted to join NAES as a complete unit in November and sent Isabel Paddock, NAES treasurer, a check for the dues of its 53 members: \$212! Can anyone else in the Southwest Region, or the country, equal that record?

Maxine Heber, publicity chairman, reports the outstanding meeting as the Annual Bosses' Night Banquet. The bosses of Kern County Schools look forward with such enthusiasm to Bosses' Night that Maxine reports that one administrator urged his secretary to join KASS because "he feels left out by not getting an invitation to KASS Bosses' Night!"

Scribes of Norwalk-La Mirada School District

Ruth Mills, Scribes' president, tells of a most successful meeting chairmanned by one of their members who is a Toastmistress. Impromptu speeches followed by friendly evaluation made an interesting evening, which closed with group singing. Ruth suggests to program chairmen that they include group singing as often as possible.

The Scribes agreed to do the multilithing and collating of the Proceedings of the 1956 Convention and Institute held in Los Angeles by NAES. This was a tremendous job. Mozelle Flansberg did the multilithing and the Scribes made it a truly cooperative project by doing the assembling at their Annual Workshop Meeting.

COLORADO

Colorado Association

The State Association is already planning for the 1958 Workshop and Convention to be held in Boulder.

Clerks and Secretaries Association of the Denver Public Schools

"A Goal-den Future" was the theme of the eighth annual conference of this association held recently.

One of the class sessions included tips to The Working Homemaker. The speaker said that women who maintain a home and work for a salary often seek a magic formula or wish by some means to "rub off" more efficiency in the job of maintaining a home. Anticipating needs and thinking ahead proves to be quite a time saver; budgeting time and energy is important for everyone but especially so for the working homemaker.

NEW MEXICO

New Mexico Association

To the New Mexico Association, getting

organized at their state-wide meeting in October was the highlight of the year, but the results of the meeting are evidenced by increased interest.

UTAH

Salt Lake City Area

Members of this Association have spent two hours a week for ten consecutive weeks in study and practice of the Red Cross First Aid Course. They feel, now, that they could care for an injured student until the doctor arrived. Also, they have become better acquainted with their colleagues through the classes.

Virginia Anderson reports that Utah's newest publication "News from Sego Sal" has come out in a new format this spring.

The Salt Lake Association proudly presents "Handbook for Educational Secretaries," a project started two years ago, feeling that the handbook will provide an overall picture of the work of the various secretaries and will also be a guide for new employees.

SOUTH CENTRAL REGION

(Arkansas, Kansas, Louisiana, Missouri, Nebraska, Oklahoma, Texas)



MRS. ADA CHILDERS, Reporter

Houston Independent School District

1300 Capitol, Houston, Texas

ARKANSAS

Arkansas Association

Mr. Joe Hudson, of the State Department of Education, discussed recent school legislation at the one-day conference in Little Rock in March. Following this was a discussion on professional standards, the participants being Mrs. Corinne Messenger, President of NAES, Mrs. Dorothy McAllister, Mrs. Ruth Sheldon, and Miss Betty Lowman.

KANSAS

Kansas Association

The University of Kansas was the setting for an Educational Secretaries' Work-

shop on March 22 and 23. Miss Faye Ricketts, Head of the Secretarial Training Department of the University of Wichita, gave a resumé of the professional standards program.

Wichita Association

The January program featured a Bosses' Night at which there was an exceptionally good attendance. The February program was a film on office courtesy and the April program was called "Secretaries Go Back to School."

MISSOURI

St. Louis County Association

A social meeting and a visit to one of

the new high schools highlighted the spring activities of this Association.

Kansas City, Missouri, Association

This Association lists 170 members, the largest number in some years. In September they honored Mr. Robert Barr, the newly appointed Supervisor of the non-certificated personnel. "Our new boss is pulling for us and we for him as we attempt to reorganize our classification system." In November, Kansas City was hostess to the state girls for the Nineteenth Annual State Convention. April will be guest night with "Hats" as the theme and bosses and friends as guests.

TEXAS

Texas Association

Texas writes with a big brag: "The Texas Educational Secretaries Association membership now stands at 541 with 18 local affiliations. Of the eleven Texas State Teachers Association districts, ten are operating sectional meetings for educational secretaries. Also, the organization's financial condition is good, \$1,000 in a savings account in addition to the current operating budget!"

Elsewhere in this magazine you will read of TESA's third Work Conference on July 15-19, in Austin.

SOUTHEAST REGION

(Alabama, District of Columbia, Florida, Georgia, Kentucky, Mississippi, North and South Carolina, Tennessee, Virginia, West Virginia.)



Mrs. Beulah Tucker Jones, Reporter

3856 Fauquier Avenue, Richmond, Virginia

DISTRICT OF COLUMBIA

Association of Educational Secretaries, Public Schools of the District of Columbia

The two Washington Secretaries' Associations are proud of their Workshop on Self-Improvement which they jointly sponsored and which was spaced over a

Amarillo Association

This Association spent several busy months preparing for entertainment of the secretarial section meeting, District IX, Texas State Teachers Association on March 8. Also in March, a Bosses' Night banquet was held.

Dallas Educational Secretaries Association

This group reports a membership of nearly 100 and comments that their money-making project for the year was a Game Party, with games and prizes for all.

Pasadena Association

A sidewalk cafe in Paris with beautiful models showing the latest fashions was the setting for the March meeting of the Pasadena Educational Secretaries. Models, with the exception of one professional model, were secretaries from the various schools and offices in the district.

Houston Educational Secretaries Association

Programs for the year included the Christmas party honoring past presidents of the Association, a party honoring bosses and secretaries in the administrative offices. HESA has prepared a yearbook and a directory and publishes a new bulletin each month.

period of four weeks. Excellent attendance was noted. The outline included: March 4, Organization and Communication; March 12, Public Relations, Speech, Inter-Office Contacts; March 26, Records Management, Discussion on Care of Office Equipment; April 9, Professional Personality, Poise for the Secretary, Style, and Appearance.

Secretarial Association of the Public Schools of the District of Columbia

The District girls believe in a combination of business and social activity if one wants "best" meetings to become an organizational pattern. A dinner meeting, honoring Mrs. Olive Daniels who recently retired after 47 years as school secretary at Western High, was planned around the theme "Queen for a Day," with gifts and a "crowning" ceremony.

FLORIDA

Duval County Association

If one wants "best" meetings always, the secret, according to Frances Nix, President of the Duval County group, is to get a "live wire" as program chairman. At the first meeting, the panelists on the discussion program were chosen from among the secretaries because their colleagues felt they were "tops" in a particular phase of their work. The interest stimulated by this meeting has resulted in a larger membership and larger attendance at monthly meetings.

Dade County Association

If asked the question, we are sure the Dade County group would be unanimous in agreeing that the following account, from the *Miami Daily News* describes, without flourishes, their "most successful meeting".

IT'S NOT THE PRINCIPAL

THANKS A MILLION . . . is a term that we fear has become rather hackneyed in these days of Hollywood superlatives, but you wouldn't have thought so Wednesday night, February 13th, if you could have heard nearly 100 elementary school principals chorus it gratefully to their dazed but thoroughly happy secretaries.

The occasion was a Valentine Dinner at the Miami Shores Country Club, honoring these wonderful Girls Friday, and given by as appreciative a group of principals as ever stepped out of a university and into a school plant.

School Secretary . . . that's a paragon who types, keeps books, placates parents, takes temperatures, blows noses, taxis sick children, teaches toilet habits to tots, keeps the class in order when the teacher steps out, subs for the principal and generally smoothes the path of education for

everybody—principal, teachers, children and parents alike.

Some of these girls are college graduates. Some are not. But it really doesn't matter, because regardless of their status, educationally speaking, the principals all agree that the school secretary has earned the right to a B.A. (Best Amanuensis), M.A. (Master of Adaptability), and Ph.D. (Parent-handler Deluxe).

There were corsages of orchids and valentine boxes of candy for all the girls. At a given signal, a group of principals recited delightful eulogies to the school secretary, which—when put together—spelled out the words, "THANKS A MILLION!" We felt that this was a truly heart-warming sentiment and one that is shared by many besides the principals. In fact, we had the feeling that had the girls listened closely, they would have heard an answering refrain from parents all over Dade County . . . "A MILLION THANKS TO YOU!"

Hillsborough County Association

At their all-day clinic for educational secretaries at the beginning of the school year, personnel from each county school board office discussed with the secretaries matters pertaining to his particular office.

KENTUCKY

Kentucky Association

"Accent on You!" was the message sent to more than 500 secretaries throughout the state in a series of four letters. As a result, when the Kentucky Education Association celebrated its Centennial in April, the secretaries were there and each section association president gave a brief summary of the year's work of her association. Lillie Dunn, President of KAES, discussed the National Standards Program and distributed a hundred copies to be studied by the girls. Her aim? To increase appreciation for what NAES is doing, to arouse interest, and to enlist new members.

MISSISSIPPI

Mississippi Association

The Mississippi girls attribute the success of their recent spring meeting to two factors: Mrs. Madeline S. Strong, Educational Director of the Gregg Pub-

lishing Division of the McGraw-Hill Book Company, spoke on "Why You Were Hired." Mrs. Strony is outstanding as a speaker in the educational and secretarial fields. And second, the bosses were there and liked the meeting.

FLORIDA

Florida Association

The "best" meeting for the Florida Association was their annual meeting with 132 present. Mrs. Ethel Melson won a vacation in Nassau. Plans for the Workshop on June 19-21 at the University of Miami were announced.

GEORGIA

Georgia Association

A new idea on "best" meetings comes from Sally Milner, Georgia's President. She says their best meetings have been those when they "borrowed" ideas and materials from National. Last year the Proposed Standards Program was stressed. Group singing always adds to the life of the program.

Sally reports also a novel idea for an impressive installation service. A former president of the Association was the installing officer and likened each incoming officer to an instrument in a Symphony. Each person was presented with a toy instrument which was pinned on like a corsage. The President was given the baton, of course.

NORTH CAROLINA

North Carolina Association

According to the President, Mr. R. G. Ofcharik, their most successful meeting on March 15 and 16 was due to several factors: Personnel from every district, and there are six of them, cooperated on the

program; the program recognized all district officers and there was an attendance award; there was good speaking and good fellowship and a generous share of knowledge throughout the two days.

VIRGINIA

Virginia Association

The "best" meeting was the fall meeting in November with an outstanding speaker, Mrs. Lucile Boyd of Washington and a social setting emphasized. The seven presidents of the Association since its beginning in 1937 were presented and each spoke of the highlights of her administration; this gave living history of the VAES.

Fairfax Association

A summer workshop is one of the "best" meetings, declares this young and growing group because it has social value, instructional value, inspirational value, and helps in the "growing" process.

Richmond Association

The RAES had a closing spring meeting which highlighted the "home town talent." In this Association, which was organized in 1926, there are still a number of girls who were there "then" and who continue to serve the Richmond Public Schools. Taking "Aiming Higher" as the slogan, the spotlight was thrown on a lucky thirteen of Richmond's educational secretaries. Together, these secretaries have given a professional service to the city of Richmond which totals 435 years, ranging from a low of 23 to a high of 44 years. These people were honored at a specially planned luncheon meeting with the program focusing not on years of service but on the mode of living which enables a person to give so much for so long.

NORTH CENTRAL REGION

(Illinois, Indiana, Iowa, Michigan, Minnesota, Ohio, North Dakota, South Dakota, and Wisconsin)



Mrs. Mary Ellen Dettweiler, Reporter

Roosevelt School

215 East Indiana Avenue

Elkhart, Indiana

INDIANA

Indiana Educational Secretaries

"Professional Development of the Educational Secretary" was the theme of the conference for Indiana Educational Secretaries on April 8 and 9 at Indiana University. Dr. James Crawford of Indiana University, the luncheon speaker, spoke on "The Farsighted Educational Secretary."

(Mary Ellen's "off the record" notes on this conference give the clue why this was one of the "best" meetings. She says: "This was one of the most inspiring conferences I have ever attended. They really go all out to show the girls a good time. Their hospitality is wonderful; the food out of this world, and No-Cal doesn't show anywhere. Springtime in Southern Indiana is breathtaking. The trees and hedges with their buds pop out into a beautiful green. Sunshiny yellow and passionate purple crocuses with their full flowers smile back at you when you admire their beauty.

"The excellent program planned at Indiana University—the pleasant ride to Bloomington—the satisfaction I feel within—buoys one up for the remainder of the school year. About 80 to 100 girls have attended this program. This was the fifth year for the Conference."

(Other state associations not yet acquainted with the friendly help offered by their state universities might investigate.)

Indianapolis-Marion County Association

The group met on February 25 at the Allison Division of General Motors in Speedway for a dinner, a film, and a visit to "Powerama." This was an informative meeting on airplanes and air communications.

IOWA

Iowa Association

Two district conferences were held by the Iowa Association this spring. For the meeting in Cedar Rapids, Mr. Leonard Hardy of the Collins Radio Company, spoke on "Your Boss Views Your Job." At the meeting in Ottumwa, Mrs. Louise Crooks spoke on juvenile delinquency. Both meetings included "buzz sessions."

Waterloo Association

The February meeting was a patriotic program, "In the Footsteps of Abraham Lincoln," prepared by Mrs. Beate Carey, one of the Waterloo secretaries. Members

"walked" in Lincoln's footsteps from the time of his birth to his assassination via slides taken at the Lincoln shrines throughout the country. Refreshments were cherry tarts.

MICHIGAN

Wayne County

Seventy secretaries listened to information on the "Right Touch" in office procedures and acquired inspiration to seek the "Added Touch" in office practices, at the mid-winter meeting of the Wayne County group. Miss Marilyn Brown of IBM presented the program.

OHIO

Akron Association

The big event of the year is The May Breakfast. Bosses and former secretaries of the association are always invited. This Association follows the plan of placing the responsibility for the program for each meeting during the year in the hands of the girls in the various high schools in the district. The cooperation has been excellent.

Ohio Association

The annual conference of the Ohio Association was held in April in Canton. In July, an annual 3-day workshop for educational secretaries will be held at Kent State University. One of the best meetings was a theater party, held at the Drury Theater, with the play "The Tea-house of the August Moon."

SOUTH DAKOTA

South Dakota Association

In cooperation with the Secretarial Science Department at South Dakota State College, the state association is planning their Annual Secretarial Workshop for June 21 and 22. Of special interest to educational secretaries will be the class on recording and reporting of minutes and speeches.

WISCONSIN

Milwaukee Association

The Milwaukee group announced 211 members as of March 1. Their meetings this year included a Christmas party, a trip to the Cave Museum of the Miller Brewery in February, a tour of the new YMCA building in May, attendance at the Braves vs. Brooklyn game in May.

NORTHEAST REGION

(Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont)



Miss Wilma R. Haight, Reporter
28 Hillside Avenue
Glen Ridge, New Jersey

"Successful Group Meetings"

According to reports received, successful group meetings run the gamut from the workshop-conference to teas and dinner meetings which owe their success to the fact that they "give the girls a chance to dress up and eat." Not strictly professional, perhaps, but so perfectly human!

Group meetings may be divided into three categories:

(1) Luncheon or dinner meetings with guest speaker

(2) Panel discussions

(3) Workshops or institutes wherein the larger session is broken up into small discussion groups.

Luncheon or dinner meetings.—While this type of meeting is perhaps the easiest for which to prepare, careful attention must be given to selecting both the food and the speaker—so that both will appeal to the majority of those in attendance.

Panel discussion.—Panel members must be selected with care; must understand what area or phase of the topic under discussion has been assigned to them; must adhere to the time limit. It is always well for one panelist to present some controversial ideas, i.e., statements that may shake the complacency of the audience a bit. A summary and questions from the floor are needed. To be sure the discussion is kept alive, "plant" provocative questions among different members of the group.

Workshops.—There are two types of workshops: In one there is a selection of one main topic to be discussed at the various secretarial levels; for example, "Public Relations" as it affects superintendents' secretaries, high school secre-

taries, elementary school secretaries. The other type presents discussion groups on many different topics, those attending selecting the group they wish to attend, such as Speech Improvement, In-Service Training, Preparation of State Reports, etc.

The Long Island Association of School Secretaries runs an ambitious and successful program of workshops which has generated an increasing interest. Mrs. Carolyn P. Harahan, President of the Long Island Association, has sent in the following excellent and thoughtful report which is quoted verbatim:

1. *What points of planning would be helpful to other associations?*

We organize a committee immediately upon completion of one conference for the next conference. This committee is composed of representatives from as many school districts which vary in size, methods, etc., as we can find, and is headed by our President-elect who carries the full responsibility for the program. We have evaluation sheets passed out in each workshop the day of the conference, and the committee uses them as a guide.

2. *How was the attendance?*

We have increased by approximately 150 to 200 in attendance each year. Last year the attendance surpassed the 750 mark.

3. *What results did such a successful program produce?*

We have had interest from the administrators—even to the extent of some attending to see what we were doing. We have had more and more volunteers to work with us in the planning. Our mailings throughout the year are designed to keep up the interest.

This past year we tried the panel discussion and it met with favorable comment. Our speakers in former years have always been well accepted. Our main difficulty each year has been with the office management workshop. Most of the leaders favored industry rather than education so we had an actual business manager from education this year. The only criticism was that he came from a larger district and thus the women from smaller ones did not derive as much as they might have from the workshop. It goes back to the old adage, "You can't please everyone."

The greatest interest is year after year shown in "Human Relations." Our workshops have been too large and each year we try to correct this. Workshops, we have found, should not be attended by more than 25, and 20 is better.

We feel that the most valuable thing to gain from our meetings is a much higher level of professional standing. It gives the member an opportunity to seek and find answers to her questions from people who have had the experience outside her own particular district. One day of conference is worth many hours of formal schooling."

Other Associations

The New Jersey Association reports one of its most successful meetings, a panel discussion on Standards and Possible Certification of Educational Secretaries, with a Board of Education member as guest panelist. Her presence served the double purpose of allowing the secretaries to hear the Board of Education viewpoint and of acquainting a Board member with a little-known field of school activity.

Phyllis Peirce of the Massachusetts Association says that the most successful meetings were those that were the "most unusual," illustrated lectures on the art of making figures from driftwood, fall foliage tours, speakers from varied and interesting walks of life not particularly connected with schools or educational secretaries.

Violet Spence of the Pittsburgh Association reports that their association is trying a program of dinner business meetings with the thought that attendance would be increased because members would not have to go home first and then fight the winter weather coming back to meetings.

This year's attendance has been double that of last year.

New Hampshire's best success comes from meetings divided into two sections, one for secretaries in high school or elementary offices and the other for secretaries in superintendents' offices.

CONNECTICUT

Connecticut Association

The National Program of Standards for the Educational Secretary was discussed at the annual spring workshop of this association at Bridgeport in April.

MAINE

Maine Association

The Maine Association will hold a picnic in June. Piece de resistance—Maine lobsters.

MARYLAND

Maryland, oh Maryland!
What goes on in Maryland?
Our notes elicit no reply
We do not know the reason why.
We'd like to hear from Maryland.
Won't someone write from Maryland?

MASSACHUSETTS

Massachusetts Association

Recreation is a "refreshment of strength," according to Mr. Alvin G. Kenney, Executive Director of the Community Recreation Service of Boston, who addressed the Massachusetts Association on "Ways to Enjoy Yourself" at the January meeting.

The Massachusetts girls will hold their second annual "getting-better-acquainted" weekend at Rockport Lodge on Cape Ann June 8 and 9.

NEW HAMPSHIRE

New Hampshire Association

The Fifth Annual Workshop of the New Hampshire Association was held at Keene Teachers College on April 23 and 24. Speakers were Marion Wood, Educational Consultant for IBM, and Lucille Boyd of the Personnel and Training Division, Internal Revenue Service, Washington, D.C.

NEW JERSEY

New Jersey Association

The Annual spring workshops and luncheons of the New Jersey Associations were held in Clementon on April 6 and in Orange on April 13. "Job Analysis" was the discussion topic at both meetings. After the luncheon speech, the meeting was divided into group discussions in which each group applied the principles of job analysis to a specific job.

New Associations

New local associations are popping up all over New Jersey, the latest being the Livingston Association of Educational Secretaries. Monmouth County Secretaries celebrated Bosses' Night in February. Wayne Township Secretaries, who have raised a \$100 scholarship fund, meet monthly for either social or business purposes. Mrs. Gertrude Trost, Membership Chairman of the Clifton Association, reports that the National Standards Program is giving additional impetus to their membership drive. The Union County Association reported on their Christmas dinner and a skit showing the last hour in a school office before the secretary left for the Christmas holiday.

(The Editor wants to know how many of these new associations are affiliated with NAES.)

PENNSYLVANIA

Pennsylvania Association

This group held its annual meeting in

April with workshops on Public Relations, Telephone Techniques, File It Right, and Fine Arts.

News reports from local Pennsylvania Associations reveal that the Allegheny County Association was formally organized on December 1, 1956. Butler County has adopted its By-laws. Fayette County presented its doll-mascot at the State meeting in April. The Beaver County Association and the New Castle Educational Secretaries have been active. The Lower Bucks County Association members are collecting work-out nylons and selling them to a nearby rug factory, proceeds to be used to establish a scholarship fund.

(The Editor again wants to know: How many of these associations are affiliated with NAES? Or, in Pennsylvania, do the local associations affiliate with the Pennsylvania Association, which in turn is affiliated with NAES?)

Philadelphia Association

"Growing with Music" was the title of the speech given by Mrs. Catherine Reilly, Supervisor in Radio and Television, at the annual meeting on March 15. The Annual Luncheon of the Philadelphia Association is scheduled for May 4.

Pittsburgh Association

Happy Birthday to the Pittsburgh Association which celebrates its Twentieth Anniversary on May 11!

NORTHWEST REGION

(Idaho, Montana, Oregon, Washington, Wyoming)



Mrs. Juan R. Huseby, Reporter

Auburn Public Schools

9420 South 240th Place

Auburn, Washington

OREGON

Oregon Association

Over seventy secretaries met on Feb-

ruary 9 for a Regional Workshop in Corvallis. Presiding was Mrs. Gloria Jirel of Corvallis, who is also the president of the State Association. The theme of the morning Panel was "Opportunities for You."

Miss Charlotte Parr spoke on "Opportunities in Education." Mrs. Charline Edwards, principal of Harding Elementary School of Corvallis and member of OEA Board of Trustees spoke on "Opportunities in Economic Welfare." Mrs. Vida Bower, secretary to the Dean of Women, Oregon State College, spoke on "Opportunities in Public Relations" and Mr. Ray Hardman, principal of Corvallis High School covered the many "Opportunities from an Administrator's Viewpoint."

Lane County

Miss Elenita McCormick, president of the Future Business Leaders of America of Willamette High School, and the Misses Norma Ware and Judy Hought, representing the FBLA from Eugene High School, were guests of the Lane County Educational Secretaries at the Regional Meeting at Corvallis in February.

WASHINGTON

Washington State Association

Ninety-eight enthusiastic gals attended the second annual Seminar of the Washington Association of Educational Secretaries held in Seattle April 5 and 6.

Mrs. Vida Darlington Drummond, President, presided at the meeting. On Friday evening the group toured the new television station at the University of Washington, followed by a buffet held in the Art Building on the campus. The Saturday morning session opened with greetings from Mr. L. M. Dimmitt, King County Superintendent of Schools and Dr. Dan Kruzner, Deputy King County School Superintendent.

Mr. Ross Enwin, Administrative Assistant to the State Superintendent of Public Instruction, inspired the group with his interpretation of "Personality." A "wish book" atmosphere prevailed at the display of office machines and equipment.

During luncheon, Elberta Macgregor, past National Treasurer, was presented with a life membership in WAES for her outstanding service in promoting the organization.

Dr. Ray Howard, Superintendent of Shoreline School District, delivered the keynote address in the afternoon, speaking on "Public Relations and the School Secretary." The meeting adjourned after a skit acted by secretaries from the Shoreline District.

Spokane County

Spokane County Association of Educational Secretaries celebrated their first anniversary with a tea at which the Spokane School District secretaries were guests.

SIBELL CARD WRITES FROM ENGLAND

Our readers will be interested in a letter from Sibell Card, a School Secretary, in Cambridge, England. The letter was written to Mary Carroll Lawrence in Fayette, Missouri, and here are quotations from it:

"Dear Mrs. Lawrence:

"Thank you very much for sending me both the Fall and Winter issues of the National Educational Secretary. As always, I have read both copies with intense interest and I am taking them to our Annual Conference which is being held in London next week end as I am sure some of the others would like to see them. I am also taking my copy of the Professional Standards Program which will certainly arouse great interest.

"Do you think that your President would mind if I quoted in our June Newsletter the two paragraphs in her Message beginning "An educational secretary who sits alone in an office . . . Let's get our co-workers to share with us the advantages we enjoy by attending our institutes . . ."? I think it applies equally to our smaller organization over here!

. . . "I still hope to come over to the States but as Spring seems the best time of the year, it looks as though I shall have to wait until 1959 now, as our Annual Conference is being held in the middle of April next year, and I think that will effectively present my having a holiday out of England.

"We have invited the secretary of the American School at Bushey Park, Middlesex, to come to our London Conference, but I have not yet heard whether she has been able to accept. I hope she has, as I should like to meet her.

With all good wishes
Yours sincerely,
Sibell Card.

GREETINGS FROM SOUTHERN NEVADA

by MRS. RUTH O. BALL

Henderson, Nevada

Southern Nevada has been interested in the National Association of Educational Secretaries for several years, but there has never been a group large enough to organize.

In the summer of 1949, two secretaries attended a national conference at the University of Utah when Edna Atkinson was National President. She inspired the two to try for a state organization, even though the different parts of the state are separated by vast stretches of desert. They tried, but the only apparent result was a spot on the fall program of the Nevada Association of School Administrators. The administrators were impressed when we poured out our hearts with a presentation of the aims, ideals, and purposes of the secretaries, and promised support.

Time has moved us a bit, one of the two has left the school business, but many have taken her place. Anyway, from the number of six secretaries at that time, there are 67 all told in Clark County. New schools have mushroomed and old schools have put on additions. This past year the schools in the county have become a county unit necessitating many changes. Everyone and everything being organized, it looked like an advantageous opportunity for a secretary's organization. Two more secretaries had been to Los Angeles to the national conference and one to a national conference. Their inspiration brought the first meeting.

The response was marvelous to behold and of one accord there seemed to be no question concerning affiliation with national. Ronnie Fulgroat, Secretary to the Principal of the very modern new Rancho High School, was elected president of the Clark Association of Educational Secretaries.

The Conference Committee is working on a fine long range program. At the last meeting, the Clark County Superintendent, R. Guild Gray, spoke on what is expected of a secretary. His talk was informal, inspiring confidence, offering his full support in the planning and carrying out an educational program. Dr. James Dickinson, director of the newly established Southern Branch of the University of Nevada, also spoke, showing how the university program could help and be of value to the members with workshops offered by the university.



THERE'S STILL TIME TO JOIN NAES!

The success of any program must be measured by what it produces. That is also true of the program of the National Association of Educational Secretaries. Its desired product is professional educational secretaries. To this end, the National Association has adopted a Code of Ethics, it sponsors yearly Institutes for Educational Secretaries; it has published two useful tools, **FILE IT RIGHT**, **AND FIND IT** and a manual on office handbooks, **BLUE-PRINT FOR ACTION**; and within a few months it will have in print a third booklet, on public relations. The Association keeps its membership informed through its magazine, **NATIONAL EDUCATIONAL SECRETARY** and through the **NANCY NATIONAL** folders. It offers many services to its members and affiliated associations such as the free use of slides and script illustrating **FILE IT RIGHT** and

the administration of the Professional Standards Program, to mention only two.

What is so unusual about all this? The fact that these services are rendered at the rate of less than 1½ cents per day (\$4.00 per year). Can the program achieve success? Yes, if the membership continues to grow. We now have over 2200 members. You can help to raise that number to 2500 for this year by telling other secretaries about the National Association and the advantages it offers and inviting them to join. And if YOU are not a member, you can do yourself and the Association a good turn by filing out the application blank today and mailing it to the Treasurer today. Better yet, do it right this minute.

Members joining before June 30, 1957, will have their names listed in the Membership Directory Supplement in the fall issue of *NES*.

National Association of Educational Secretaries APPLICATION FOR MEMBERSHIP

Please mail, with your check, to the Treasurer, Miss Isabel Paddock, Board of Education, Warwick Valley Central High School, Warwick, New York.

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City _____ State _____

Home address _____

Position in school system _____

Name the state and/or local educational secretaries' association of which
you are a member _____

MEMBERSHIP, COMMITTEES AND AFFILIATED ASSOCIATIONS

Membership Directory

In this issue you will find the listing of the National Members who joined between December 1, 1956 and April 8, 1957. You will recall that the winter issue carried those members who had joined between July 1 and December 1, 1956.

In order to give a complete listing of the National membership during the year 1956-57, all those members who pay their 1956-57 dues, between now and June 30, 1957, will find their names listed in the fall magazine issue, 1957, of the magazine.

At this moment of writing, there are about 2,264 memberships with 88 Life and Honorary memberships, making a total of 2,349, although last minute figures may be somewhat higher. The goal is 2,500.

We must tell you a good joke on the Editor. In the winter issue she wrote "If your name or address is incorrect, please write to Edith Hammond, Corresponding Secretary, NAES, Office of Superintendent of Schools, Hampton, Vermont." There isn't any Hampton in Vermont! Hampton is in New Hampshire and the Editor had quite a lesson in the geography of New Hampshire.

So, if your name or address is incorrect, please write to Edith Hammond, Hampton, New Hampshire, with the correction.

Presidents of Affiliated Associations and their addresses

Also in this issue you will find the listing, as of April 1, of the affiliated associations, their presidents, and their addresses. This is an important group in NAES. Each affiliated association is entitled to send one representative for each 20 National members to Advisory Council meeting at the National Convention.

The chairman of the Affiliations Committee and the Advisory Council is Miss Evelyn Shipley, Los Angeles City Board of Education, 450 North Grand Avenue, Los Angeles, California. If there are any local, county, regional, or state groups that would like to affiliate with NAES, their presidents are invited to write to Evelyn.

Members of National Committees

Please read the names listed under Members of National Committees. These are the girls who spend of time and energy doing the work of NAES, of writing letters, of calling people on the phone, of planning, organizing, and doing the details and work that keep NAES functioning.

We did not have the space to list the representatives on the Membership Committee and the Publicity Committee from the local associations, or to list all the girls who contributed to the 1957 publication.

But thank you, to each and every member of the National Committees of NAES.



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and April 8, 1957

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GREENE, VIVIAN, Stuttgart Pub. Schs., Stuttgart.

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SHADDEN, LOUISE, 169 Bristol Blvd., San Leandro.
SMITH, RUTH, Asst. Supt. Off., 601 N. Garfield Ave., Alhambra.
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BAILLIE, VIRGINIA, H. S., Grand Junction.
BIBER, LILLIAN, Adm. Bldg. #50, Delta.
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CHANCELLOR, BONNIE, Mesa Co. Dist. 51, Grand Junction.
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The Coffee Break....



EDITOR

EDUCATIONAL SECRETARIES TALK IT OVER...

Mary L. Callaway, President of the Secretarial Association of the Public Schools of the District of Columbia, writes:

"Yes, I'll join you for a 'Coffee Break' with a 'Talk Back' letter.

"I don't know how there could be any confusion about what the term "THE COFFEE BREAK..." really means. We all know there isn't a woman alive who doesn't look forward to a chance to talk, chatter, yakkity-yak, etc. I think the confusion exists re the term "WORK BREAK." So with that thought in mind, I am passing along to you a little notice for the adoption of the Work Break Plan that we girls thought would be a good idea to put into practice too."

Mary sent along a printed sign which reads:

To All Employees

Due to increased competition and a keen desire to remain in business, we find it necessary to institute a new policy.

Effective Immediately

We are asking that somewhere between starting and quitting time and without infringing too much on the time usually devoted to lunch period, coffee breaks, rest period, story telling, ticket selling, vacation planning, and the rehashing of yesterday's TV programs, that each employee endeavor to find some time than can be set aside and known as the "WORK BREAK."

To some this may seem a radical innovation, but we honestly believe the idea has great possibilities. It can conceivably be an aid to steady employment and it might also be a means of assuring regular pay checks.

While the adoption of the Work Break Plan is not compulsory, it is hoped that each employee will find enough time to give the plan a fair trial.

—The Management

Well, Mary, many of our colleagues in educational offices who find themselves working overtime, doing the work of two girls, will probably just wish they could just be sure of a Coffee Break.

Teacher agencies and college placement bureaus complain that inadequate information is sent to them when most teacher vacancies are reported to them. They are at a loss to give the candidates any information concerning the school and community when possible candidates inquire for these facts.

In Washington, New Jersey, a "Report of Vacancy" form has been set up. The front of the mimeographed form tells about the position to be filled and the back gives information about the schools, town, salary schedule, ways to reach Washington, etc.

For a sample of the form used by Washington, contact Miss Emma G. Castner, Office of the Superintendent of Schools, Washington, New Jersey.

From Mary Nickel of Pittsburgh, Pennsylvania, comes the suggestion that NAES explore the possibility of a home for retired secretaries. The National Secretaries Association has such a home. There probably are many fine girls who have given the most of their lives to school work, and never having married, find themselves at retirement age with a rather lonely future ahead of them.

From Marie Beatty, Waukegan, Illinois, and former editor of NES, comes this: "The squib suggesting the use of the A. B. Dick ball point stylus prompts me to mention that a dry (used up) ball point pen can be used in this same way. It has the advantage of being a familiar instrument in the hand of the person who is writing his signature, making a drawing, or what-have-you on a mimeograph stencil."

Marie sends another helpful hint for those of you who have to type names on small, single-card name-plates which will then be inserted into the plastic pin badges: Draw a rectangle, the size of the name card, on a sheet of $8\frac{1}{2} \times 11$ paper, in about the center of the sheet. Roll the sheet into the typewriter. Fold a piece of scotch tape $\frac{1}{2}$ inch by $1\frac{1}{2}$ inch, in half, sticky side out, so that you have a hinged piece, $\frac{1}{2}$ inch by $\frac{3}{4}$ inch on each side of the hinge (or fold).

Stick this scotch tape onto the upper edge of the rectangle on the paper, fold end up. The small name cards can be stuck against the scotch tape, typed, then easily pulled off; and the stick tape is all ready for the next card. This really works!

Ruth Mills, I picked up this gem from Velma Norman's news sheet JUST PALAVERIN' and she says she got it from THE SCRIBBLE, the newsletter of the Scribes of Norwalk, California.

Ten Ways to Kill an Organization

1. Don't go to any of the meetings. But if you do — go late.
2. Always find fault with the work of the officers and members.
3. Never accept an office. It is much easier to criticize than to do things.
4. Get sore if you are not appointed on a committee. Should you be appointed, don't attend any of the meetings.
5. If asked to give your opinion on some matter, tell the chairman you have nothing to say. After the meeting, tell everyone how it should be done.
6. Do nothing more than is necessary. When others roll up their sleeves and willingly and unselfishly use their ability to help matters along, howl that the organization is run by a clique.
7. Hold back your dues as long as possible, or don't pay them at all.
8. Make no effort to get new members.
9. Don't be sociable either within or outside of the organization.
10. If you should get a good idea, smother it at once.

The speaker was talking about educational institutions and educational associations and gave this definition of a committee: A committee is the appointment of the unfit by the unwilling to do the unnecessary.

Enjoying little things: the feel of a cat arching his back to your stroking hand — looking higher and higher at the white, white clouds piled up, up into a piercing blue sky — the ache of hearing the love theme of Till Eulenspiegel — the warm surge when the return address on the letter in the mail box is written in that familiar hand — the crisp juicy bite of fresh pickles — the sentence in the book you are reading that tickles you so — do you ever sit still and just enjoy being!

Have you read Anne Morrow Lindbergh's GIFTS FROM THE SEA? Another book I have enjoyed lately was THE ART OF THINKING by Ernest Dimmet. And I just finished THE PUBLIC ARTS by Gilbert Seldes.

Every morning when you open the mail, there are several or many letters that demand action, but they also require that you get additional information, look up facts or figures, before you can answer them. Where do you put your "pending" work until you can get at it? How do you keep your "this-must-be-done" letters in order so that the most important gets off in the mail first? Do you use a "work organizer"? Do you use file folders? Or, do you just pile 'em up on your work table in a messy stack? I've tried all of these suggestions and still find myself covered up with overflowing work baskets. How do you organize your "pending" duties?

You've heard of a bevy of girls—a flock of chickens—a group of children—a horde of cannibals—a mob of people. Do you know what they call a group of lions? A pride of lions. But here's the best: a gaggle of geese!

A helpful idea from Sally Milner, in Georgia. Did you ever find an error in your typing after the paper is out of the typewriter? Sometimes it is difficult, after erasing the mistake, to get the correction directly over the old letters. Fit it with your eye, then change the ribbon control to stencil position and test the first letter lightly. You can really hit the spot this way!

Elsie Christensen, President of Waterloo, Iowa, Association of Educational Secretaries, answers the question in our last issue on how to get rid of blue stains from stencil correction fluid.

"Several years ago I spilled about half a bottle of the stuff on a bright red suit—also on a nylon blouse. I asked around but got no satisfactory answer as to how to remove it. Then I remembered reading in the NATIONAL EDUCATIONAL SECRETARY that spirit of camphor could be used to dilute correction fluid when it became too thick. I tried it and it really worked. Had no trouble getting it out of the blouse. I put a cloth beneath it and it absorbed the spirit of camphor and the stain. It was harder to get out of the suit—really had to work at it—but got most of it and the cleaners removed the rest. If you haven't found a way as yet, I'd suggest that you put some correction fluid on your blouse where it won't show and try to remove that first. You never know what these miracle fabrics will do.

OFFICE TROUBLES

This was sent in by Lucy Nowicki in GLUEY GLEANINGS and was taken—from March issue of SUNSHINE MAGAZINE.

Trouble seems to be brewing in the office. The pencils are making pointed remarks about the sponges being soaked up all the time and the wastebaskets being full. The rulers are trying to dictate to everybody. The scissors are cutting up and the paper weights are only holding things down.

The mucilage just sticks around and gleefully watches the stamps get a licking every day. The ink is well, but some days it shows up black and blue, and then again, at the end of the month, it sometimes sees red. The typewriters complain of severe poundings in the head. The letters complain that carbon is a copycat and is stealing their stuff.

The calendars, while they have lots of days to themselves, still insist on having whole months off. In the bookkeeping department there are complaints that the auditors do not listen, but, instead, issue too many statements.

Only the blotters seem satisfied, serenely taking it all in every day.

See you in October, after the Convention and Institutes.



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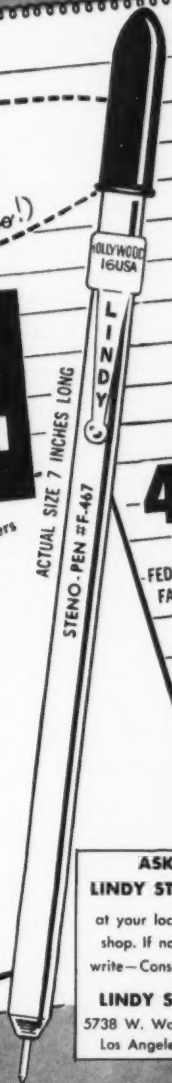
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